

**Workforce Innovation and Opportunity
Act
Local Area Plan
County of Hawai'i**

February 1, 2017 – June 30, 2020

Submitted by

Hawai'i County Workforce Development Board

50 Wailuku Drive
Hilo, Hawai'i 96720

www.hawaiicounty.gov/office-of-housing/

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Introduction

These guidelines direct the first local plan submitted by your County under the Workforce Innovation and Opportunity Act (WIOA). WIOA requires each Local Workforce Development Board (LWDB, local board or county board) to develop and submit, in partnership with the chief local elected official, a comprehensive four-year plan to the State. At the end of the initial two-year period of the four-year local plan, each local board shall review the local plan and shall submit modifications to reflect changes in labor markets, economic conditions or in other factors affecting the implementation of the plan.

The WIOA four-year plan will be effective February 1, 2017 – June 30, 2020. The law emphasizes the importance of collaboration and transparency in the development and submission of the plan. Affected entities and the public must have an opportunity to provide input in the development of the plan. The local board must make the plan available through electronic means and in open meetings in order to ensure transparency to the public.

The LWDBs must provide leadership in assembling their plan. LWDBs also should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners must be an integral part of the planning process. WIOA encourages an enhanced, integrated system by including new core programs in its planning and performance requirements. Each plan will address how the LWDB will coordinate service delivery with the new core programs of Vocational Rehabilitation and Adult Education.

Each LWDB's plan should be based on the current and projected needs of the workforce investment system, placing an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for job seekers, including those with disabilities, and employers. The plan must include an identification of the education and skill needs of the workforce and employment needs of the local area and include an analysis of the strengths and weaknesses of services to address these identified needs.

The assessment must include the best available information or evidence of effectiveness and performance information for specific service models as well as a plan to improve the effectiveness of such programs by adopting proven or promising practices as a part of the local vision. The LWDB should provide a complete view of the system-wide needs of the local workforce development area.

The plan must address how the LWDB will foster strategic alignment, improve service integration and ensure that the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. The local plan must lead to greater efficiencies by reducing duplication and maximizing financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Hawaii's workforce system and its focus on customer service excellence. This plan should align with the Hawaii Unified State Plan.

**All plans must be submitted no later than
4:30 p.m. (HST) on
Monday, October 31, 2016 to:
dlir.workforce.council@hawaii.gov**

Prior to plan submission, please ensure:

- The local board has reviewed and approved the plan;
- The board chair and the chief elected official have signed the signature page, and the original must be submitted to the Workforce Development Council by mail at:

Workforce Development Council
830 Punchbowl Street, Room 417
Honolulu, HI 96813

OR

- An E-signed copy sent with the plan;
- The submitted plan uses the structure and format provided;
- The plan is one continuous and searchable PDF document that includes all attachments OR a Word document and attachments;
- Responses to all questions are accurate and concise;
- A table of contents with page numbers is included and each page of the plan is numbered; and
- Text typed with a font size of 11 and no greater than 14 points.

Process of Local Plan Submission [WIOA, Pub. L. No. 113-128, Sec. 108(d) and (e)]:

PROCESS—Prior to the date on which the local board submits a local plan, the local board shall—

- (1) make available copies of a proposed local plan to the public through electronic and other means, such as public hearings and local news media;
- (2) Allow no fewer than 14 days and no more than 30 days for comments to the local board on the proposed local plan by members of the public, including representatives of business, representatives of labor organizations, and representatives of education, and
- (3) include with the local plan any such comments that represent disagreement with the plan.

PLAN SUBMISSION AND APPROVAL—A submitted local plan (including a modification) shall be considered to be conditionally approved by the end of the 90-day period; unless a written determination during the 90-day period that—

- (1) deficiencies in activities carried out under this subtitle or subtitle B have been identified, through audits conducted under WIOA Sec. 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies;
- (2) the plan does not comply with the applicable provisions of WIOA; or
- (3) the plan does not align with the State plan, including failing to provide for alignment of the core programs to support the strategy identified in the State plan in accordance with WIOA Sec. 102(b)(1)(E).

Important References

Hawaii Unified State Plan: <http://labor.hawaii.gov/wdc/reports/>

WIOA PUBLIC LAW 113-128: <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

WIOA Definitions: <https://labor.hawaii.gov/wdc/files/2013/01/Local-Plan-Definitions-061715.pdf>

SIGNATURE PAGE

The County of Hawai'i and the Hawai'i County Workforce Development Board submit this 2017-2020 plan to implement the Workforce Innovation and Opportunity Act of 2014.

We will operate in accordance with the plan and applicable federal and state laws, rules, and regulations.

Workforce Development Board Chair

Chief Elected Official

David S. De Luz, Jr.

[Click here to enter NAME of CLEO](#)

DATE

DATE

Section 1: Workforce and Economic Analysis

1.0 A description of the strategic planning elements consisting of:

1.1 An analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations; and the employment needs of employers in those industry sectors and occupations. [WIOA Sec. 108(b)(1)(A)]

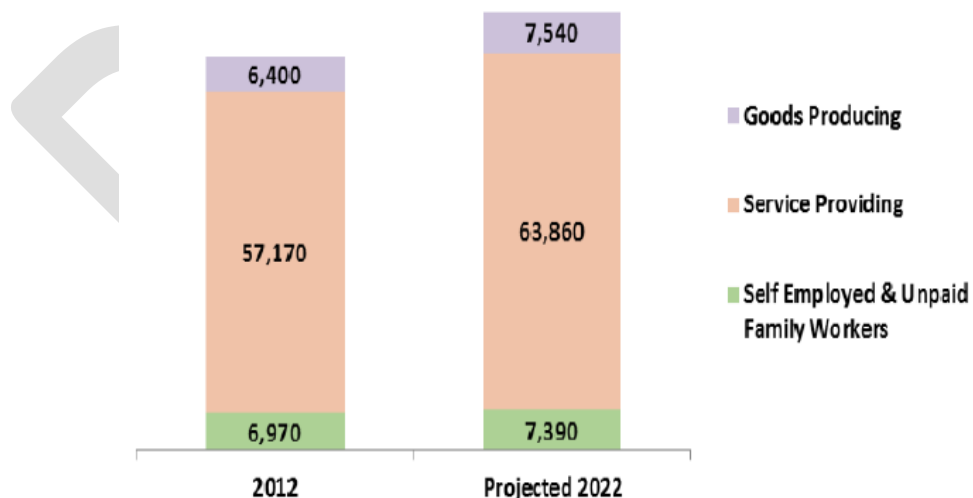
From 2012 to 2022, employment in Hawaii County will increase by 8,250 jobs to 78,800 which translates to 12.7 percent of the total statewide job gains. The county's growth rate of 11.7 percent will rank the highest in the state. Services-providing industries will be the major source of job gains, providing over four-fifths of the total job opportunities for Hawaii County. However, advances in goods-producing industries will boost the count upward by 17.8 percent versus 11.7 percent growth in the services-providing sector. Self-employed and unpaid family workers will experience a modest gain of 420 jobs which equates to 6.0 percent.

References:

<https://www.hiwi.org/admin/gsipub/htmlarea/uploads/Long-TermProjections-2012-2022-HawCty.pdf>

Table 1. Industry Employment Trends

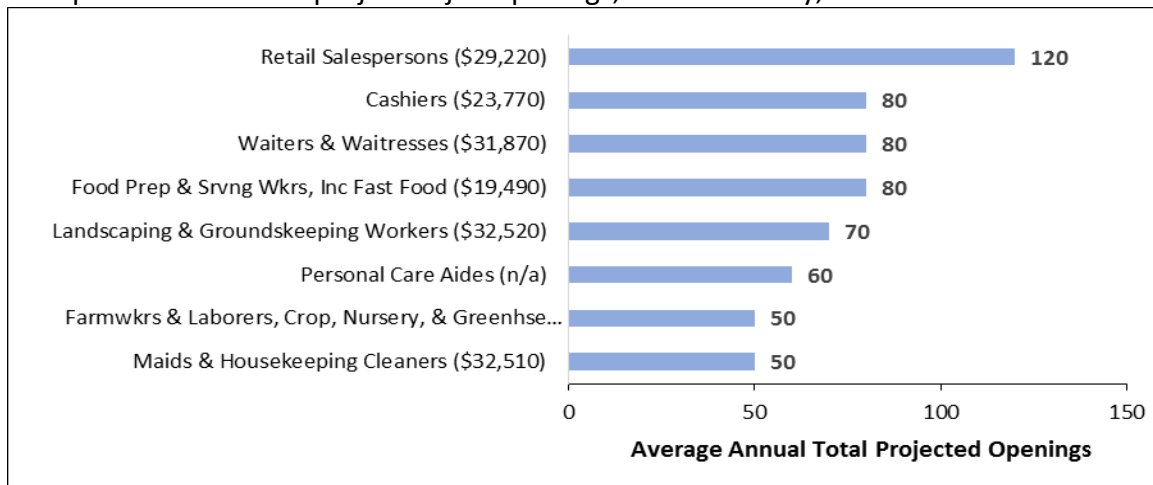
Total Industry Employment, 2012-2022



Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office, Employment Projections for Industries & Occupations Hawaii County Full Report 2012-2020 <https://www.hiwi.org/admin/gsipub/htmlarea/uploads/Long-TermProjections-2012-2022-HawCty.pdf>

In Hawai'i County, when it comes to occupations with the most projected job openings predictions are that retail sales will have the largest annual total projected openings and many of the other positions are in the service industries. With the high cost of living there is great concern being that most of the salaries will be below the statewide average of \$46,230.

Table 2. Occupations with most projected job openings, Hawaii County, 2012-2022



Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office.

Change is happening in our County, with the most employment change predicted in administrative and support services with a total employment change of 900 by 2022.

Table 3. Industries by Projected Growth

The table below shows the top 10 industries with the highest total employment change in Hawaii County, Hawaii for the 2012 - 2022 time period.

Rank	Industry	2012 Estimated Employment	2022 Projected Employment	2012-2022 Annual Percent Change	Total Employment Change
1	Administrative and Support Services	3,700	4,590	2.2%	900
2	Ambulatory Health Care Services	2,830	3,610	2.5%	780
3	Social Assistance	2,500	3,220	2.5%	710
4	Accommodation	5,490	6,040	1.0%	550
5	Educational Services	6,260	6,780	0.8%	510
6	Food Services and Drinking Places	5,620	6,120	0.9%	500
7	Specialty Trade Contractors	1,520	1,930	2.4%	410
8	Construction of Buildings	1,070	1,480	3.3%	410
9	General Merchandise Stores	2,250	2,530	1.2%	280
10	Professional, Scientific, and Technical Services	1,440	1,630	1.3%	190

Source: Hawaii Dept. of Labor and Industrial Relations, Research and Statistics Office, Projections Program 08/10/2016

Total countywide occupation employment and growth in Hawai'i County will increase by 11.7% from 2012 to 2022. This will be approximately 890 jobs with 1,720 replacements.

Table 4. Occupational Employment and Growth, Hawaii County, 2012-2022

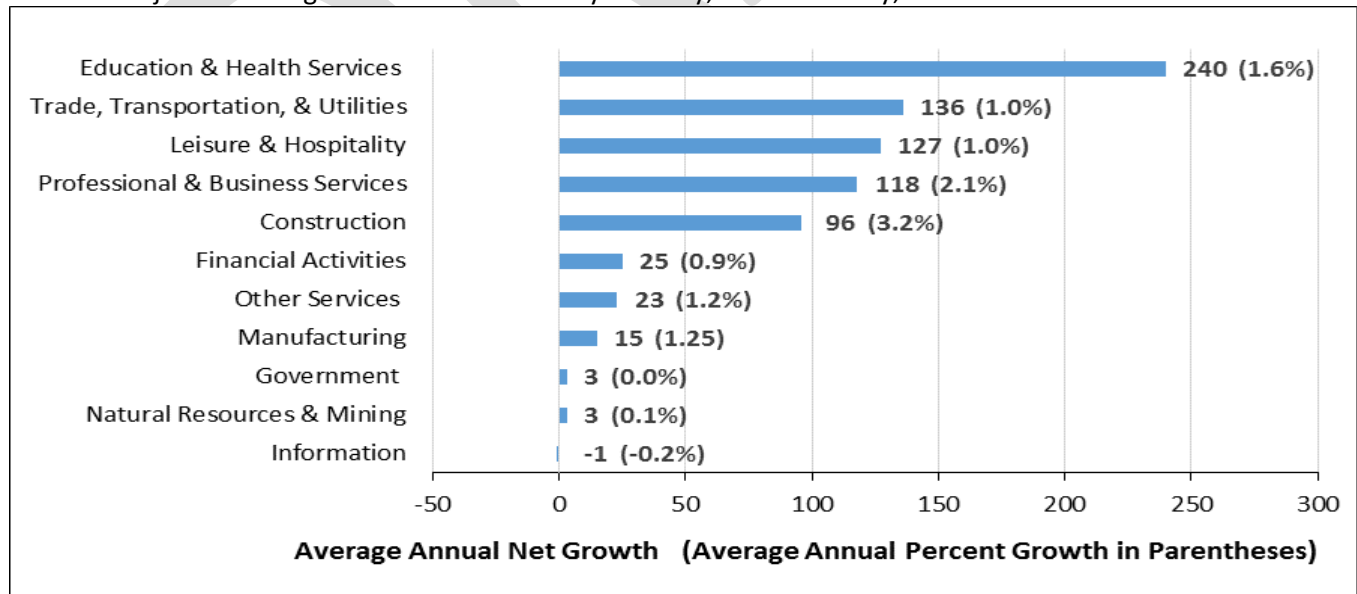
Occupation	Employment		Change		Average Annual Openings		
	2012	2022	Net	Percent	Growth	Replacements	Total
Total, All Occupations	70,540	78,800	8,250	11.7%	890	1,720	2,610
Services	20,920	23,940	3,020	14.5%	300	590	890
Construction & Extraction	3,190	4,040	860	26.8%	90	50	140
Office & Administrative Support	9,390	10,240	850	9.0%	90	210	300
Education, Legal, Community Service, Arts, & Media	6,690	7,390	700	10.4%	70	140	210
Sales & Related	7,080	7,770	700	9.8%	70	220	290
Healthcare Practitioners & Technical	2,650	3,160	510	19.2%	50	50	100
Transportation & Material Moving	4,190	4,680	500	11.9%	50	100	150
Management, Business, & Financial	8,090	8,500	410	5.1%	80	160	240
Installation, Maintenance, & Repair	2,690	3,040	350	12.8%	30	60	100
Production	1,800	2,040	240	13.3%	30	40	70
Computer, Engineering, & Science	1,770	1,920	150	8.5%	20	40	60
Farming, Fishing, & Forestry	2,090	2,070	-20	-0.9%	0	60	60

Totals may not add due to rounding to the nearest ten.

Source: Hawaii State Department of Labor and Industrial Relations, Research and Statistics Office, July 2015.

The projected average annual growth in the education and health services are and will be in great demand throughout the upcoming years. Trade, transportation, utilities, leisure and hospitality, professional and business services, and construction all continue to make great strides and grow throughout our community.

Table 5. Projected Average Annual Job Growth by Industry, Hawaii County, 2012-2022



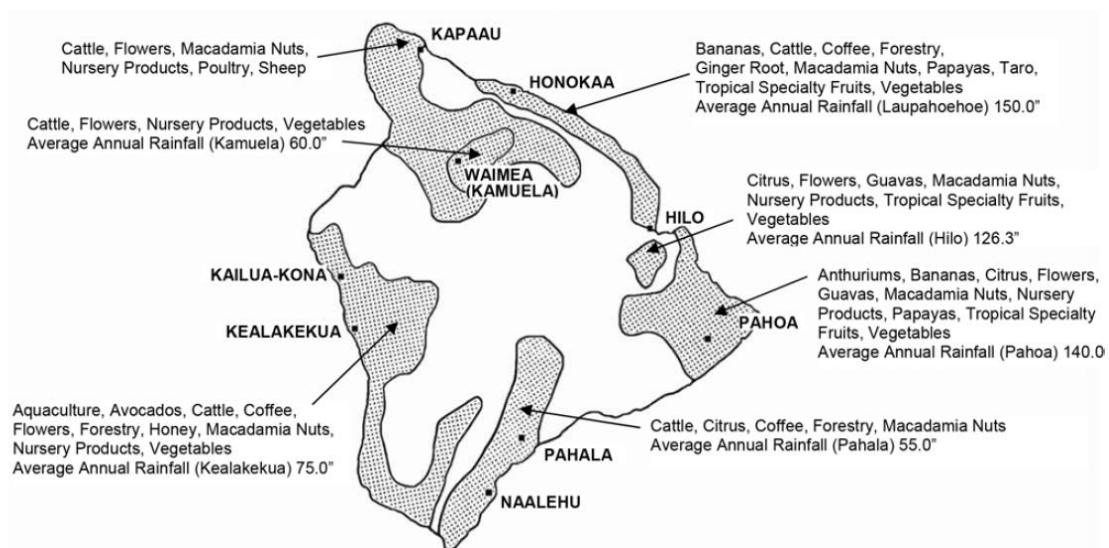
Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office.

HCWDB, using data from County, State, Federal and Local employers have identified the industry sectors below as having a great impact on the County's economy and workforce needs:

Agriculture, Aquaculture and Horticulture:

HCWDB along with the County of Hawai'i, is seeking to preserve agriculture as a strong economic force in our local communities. Robust agricultural development will enable us to create a stronger foundation for a more sustainable farming future here on the Island of Hawai'i.

AGRICULTURAL AREAS HAWAI'I COUNTY



Source: Hawai'i Department of Agriculture, Agricultural Development Division, and U.S. Department of Agriculture, National Agricultural Statistics Service. Statistics of Hawai'i Agriculture, 2011. Hawai'i County Data Book 2015

Astronomy, Aerospace and Aviation:

Preface

In 2010, the County of Hawai'i Workforce Investment Board (now the Workforce Development Board) collaborated with the Mauna Kea Observatories in a survey of the future anticipated employment opportunities with the observatories on Hawai'i Island, over a 14-year period. The study was based on observatories' near-term and mid-term operational requirements. The study was broken down by job/skill categories and their required minimum educational requirements, as set forth in the various observatories' job-position standards.

In 2014, the University of Hawai'i's Economic Research Organization (UHERO), published a study: The Economic Impact of Astronomy in Hawai'i. This study broke down impact on jobs and economic expenditures for the State as a whole, and also each of the Counties, including Hawai'i County.

In 2016, the University of Hawai'i's Institute for Astronomy (IfA) released an update of the various observatory statistics, including current numbers of employees in Hawai'i County, at each of the observatories.

In 2016, the University of Hawai'i's Institute for Astronomy (IfA) released an update of the various observatory statistics, including current numbers of employees in Hawai'i County, at each of the observatories. These various surveys and analyses form the foundation of the following remarks:

Economic Impact

The 2014 UHERO study shows that the annual observatory spending in County of Hawai'i was at the \$58.4M level for direct outlays. It also reports that this leads to a total of \$91.5M annually, including the follow-on effects of the direct spending, for example, creating new jobs *outside* of the observatories themselves. In terms of jobs, this leads to a total of about 806 jobs in Hawai'i County, including the direct observatory jobs.

Kinds of Jobs and Educational Requirements

Many people, who are not actually familiar with the makeup of a major working astronomical observatory, may well imagine that the observatories staffs are composed largely of PhD-level *scientists*. However, this is really not the case at all. A detailed breakdown of a typical Mauna Keas observatory showed that only about 18% (and in many cases, even less) of the employees are scientists.

Observatories collect light for objects in the universe with very sophisticated, high-tech telescopes, and then captures and records that light with various, also very sophisticated, high-tech, instruments. As a result, 57% of the employees in the sample observatory were *technologists*, 23% were administrative positions, and only 18% were scientists, and finally 2% in facilities maintenance.

Construction, Land and Resource Use, Planning and Development, Built Infrastructure: The housing cycle continues in its "up" phase and economic indicators show that this trend will continue for at least another decade. Median home prices also continue to increase as volume sales remain high and inventories dwindle. Locally, we will continue to see growth in the construction of both residential and commercial structures.

Not surprisingly, construction, which suffered severe cutbacks during the recession, and has posted modest gains, will expand the fastest among all the major industries. Construction jobs will spike upward by 32.2 percent, almost three times the industry wide growth rate of 11.7 percent.

Resource:

<https://www.hiwi.org/admin/gsipub/htmlarea/uploads/Long-TermProjections-2012-2022-HawCty.pdf>

Education Systems: Education officials have many employment vacancies and are trying to hire hundreds of teachers. The Department of Education are willing pay an incentive if they are teaching special education as well as geographically isolated areas. The Department of Education is looking for teachers in all subjects, but there is more of a need for teachers who specialize in Hawaiian language and special education.

Energy (Stationary and Mobile Applications), Utilities and Shipping/Transportation:

Governor David Ige signed into law four energy bills, including one that strengthens Hawaii's commitment to clean energy by directing the state's utilities to generate 100 percent of their electricity sales from renewable energy resources by 2045. The Hawaii Clean Energy Initiative is leading the way as an example to the world on the importance of relieving our dependence on oil. Clean industry is the wave of the future for our county.

Healthcare, Well-Being Recreation: Our island population is increasing in age and the dependency of good healthcare has become imperative, intensifying the demand for certified nursing assistants, nurses and physicians. Elder care has become a key responsibility of our community increasing the need for domestic elder care.

Preventative care and well-being is important for our entire community. The Hawaii Medical Service Association (HMSA) has brought Blue Zones Project® to Hawaii to promote lifestyle adjustments to lead: lower health care costs, higher productivity, and ultimately, a better quality of life. We are seeing increasing demand for wellness/fitness centers, homeopathic and nutritional care too.

Technology and Innovation: This sector has greatly renovated the health, science, business service, education, agricultural and visitor industries in our community. This area often plants the seeds to our up and coming entrepreneurs too.

Tourism/Hospitality: According to the Hawaii Tourism Authority, tourism is the largest single source of private capital into Hawai'i economy and a significant export for the U.S. economy. In the first five months of 2016 Hawai'i's tourism industry generated \$6.3 billion in total visitor spending, with an average spending of \$5.6 million on Hawai'i Island per day. There are hundreds on employment openings in the hotel industry alone.

Growth in the leisure and hospitality industry will offer another major source of employment, providing the third largest numerical gain in jobs. Accommodation and food services, which constitutes 87 percent of the total employment in this industry, will contribute the bulk of the openings. In addition to the boost from tourism, population growth and a greater number of consumers choosing to dine out will spur gains within this sector.

Resource:

<https://www.hiwi.org/admin/gsipub/htmlarea/uploads/Long-TermProjections-2012-2022-HawCty.pdf>

1.2 An analysis of the knowledge and skills required to meet the employment needs of the employers in the local area (county), including employment requirements for in-demand industry sectors and occupations.
[WIOA Sec. 108(b)(1)(B)]

Using data from county, state, federal and local sectors the following knowledge and skills are required to meet the employment needs of employers;

Soft Skills: The majority of island-wide employers in various industry sectors via surveys and conversations have expressed the urgent need for these skills. They are needed to effectively and efficiently use technical skills and knowledge. They improve the way employees interact with their bosses, co-workers and customers. They permit them to get complete their work in a timely manner. An important thing to note is that soft skills are transferable between occupations. Employers are seeking not only the technical skills to do the job, but qualities like "excellent communication skills," "able to multi-task," "team player," and "strong listening ability" as well. The need for soft skill training was also identified when the Research and Statistics Office conducted a survey of approximately 225 employers in in-demand industries: Construction, Healthcare, Hospitality an Information Technology. Plans are made to develop soft skill training videos.

Basic Skills: Basic Skills deficient means, with respect to an individual, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test. This is a necessary factor when establishing and maintaining a self-sufficient lifestyle. Deficiencies in basic education have become increasingly evident in many new participants as well as current employees. This will be addressed in HCWDB performance accountability.

Job Readiness Skills: Surveys and questionnaires have indicated that many new jobseekers have lacked these skills. Addressing the developing employment preparation skills will enhance the employment pool for employers and will provide jobseekers the necessary tools to advance.

Occupational-Specific Skills: Our workforce at times will be required to have some skills and aptitudes in their chosen occupations. Occupational demand and labor market supply is to be taken into account to determine the focus for Occupational Training programs. The desired outcome of completing an Occupational Training program is employment in a related field.

This year the Kona-Kohala Chamber of Commerce completed a two year study to determine the existing and future needs of the Kona-Kohala business community. Of their eighty-three responses received, the top skills required to work successfully were:

- Customer service
- Communication
- Logic/reasoning/problem solving
- Office/administrative support
- Sales

Forty-three per cent of the respondents indicated the following requirements for the Kona-Kohala businesses:

Certifications:

Boat Captain	Occupational Therapists
Cosmetologist	PGA Certification
Driver's License	Real Estate License
First Aid, CPR, AED	SCUBA dive Guide or Instructor
Fitness Trainer	Speech Therapists
Insurance License	Water Utility Certification
Nursing Assistant	Zumba Certification

College Degrees:

Accounting
Biology
Business
Chemistry
Economics
Education
Engineering

Environmental Studies
Juris Doctor
Landscaping
Management
Medical Doctor
Nursing
Social Work

1.3 An analysis of the local workforce in the county, including current labor force employment (and unemployment) data, and information on labor market trends, and the educational and skill levels of the workforce in the county, including individuals with barriers to employment. [WIOA Sec. 108(b)(1)(C)]

According to the Hawaii State Department of Labor and Industrial Relations Research and Statistics Hawaii County industry projections, 2012-2022

- Hawaii County's employment will increase by 11.7% from 2012 to 2022, and is expected to have the greatest growth among the four counties, increasing the total job count to 78,800.
- Service-providing industries will consist of over 80% of the total positions added in Hawaii County and will retain an 80% share of the workforce up to year 2022. From the service-providing industries, the three largest, education/health services, the trade/transportation/utilities sector and the leisure/hospitality will create 61% of the county's total job openings. The Profession and business services will have a projected growth rate of 21.1% and will be growing fastest among the service-providing industries.
- Goods-producing overall growth is high above the county's average expected to be around 17.8%. Construction will be grow the fastest and will offer over 84% of the positions added in the goods-producing industries.

Table 6. Population Distribution

The table below shows the counties with the highest 2014 estimated population in Hawaii.

Rank	Area Name	2014 Estimated Population
1	Honolulu County, Hawaii	991,788
2	Hawaii County, Hawaii	194,190
3	Maui County, Hawaii	163,108
4	Kauai County, Hawaii	70,475

Source: Census

Downloaded: 08/10/2016

Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office – www.hiwi.org

Table 7. Income Totals

The table below shows the most recent income information for Hawaii County, Hawaii.

Income Description	Income Source	Year	Total
Median Family Income	US Census Bureau	2010	\$66,348
Median Household Income	US Census Bureau	2014	\$51,887
Median HUD Income	HUD (Housing & Urban Development)	2015	\$62,400
Per Capita Income	BEA (Bureau of Economic Analysis)	2014	\$34,870
Total Income	BEA (Bureau of Economic Analysis)	2014	\$6,771,329,000

Source: Hawaii Dept. of Labor and Industrial Relations, Research and Statistics Office: 08/10/2016
 Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office – www.hiwi.org

Hawai'i employment vacancies are increasing as the unemployment rate falls. Most of the positions advertised are located on the west-side of the island where the cost of living is higher. Many residents have to hold multiple positions or commute across the island to meet their housing needs.

Table 8. Current Jobs Available

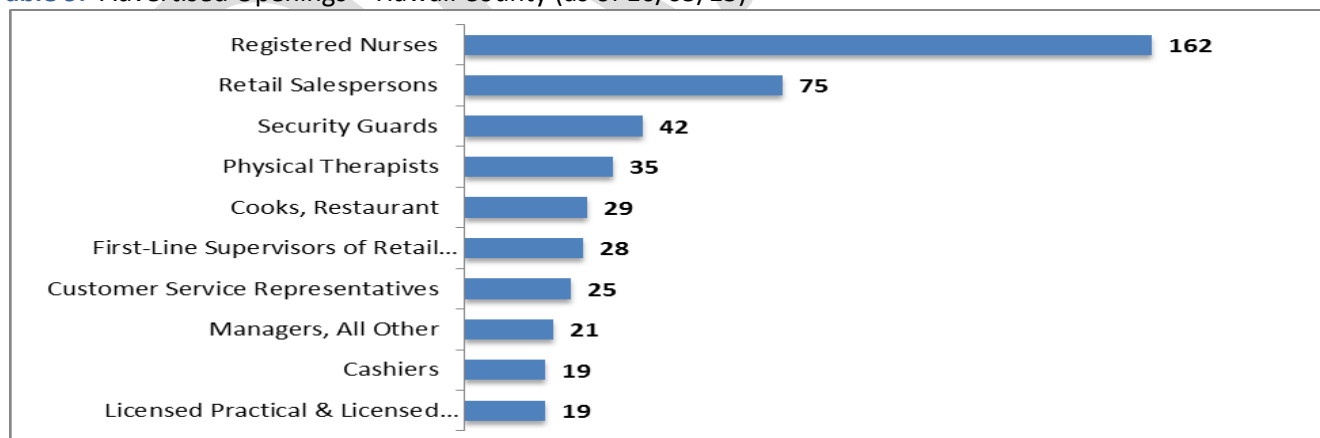
The table below shows the number of job openings advertised online in Hawaii County, Hawaii on August 24, 2016 (Jobs De-duplication Level 2).

Area Name	Job Openings
Hawaii County, Hawaii	2,172

Job Source: Online advertised jobs data: 08/25/2016

Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office

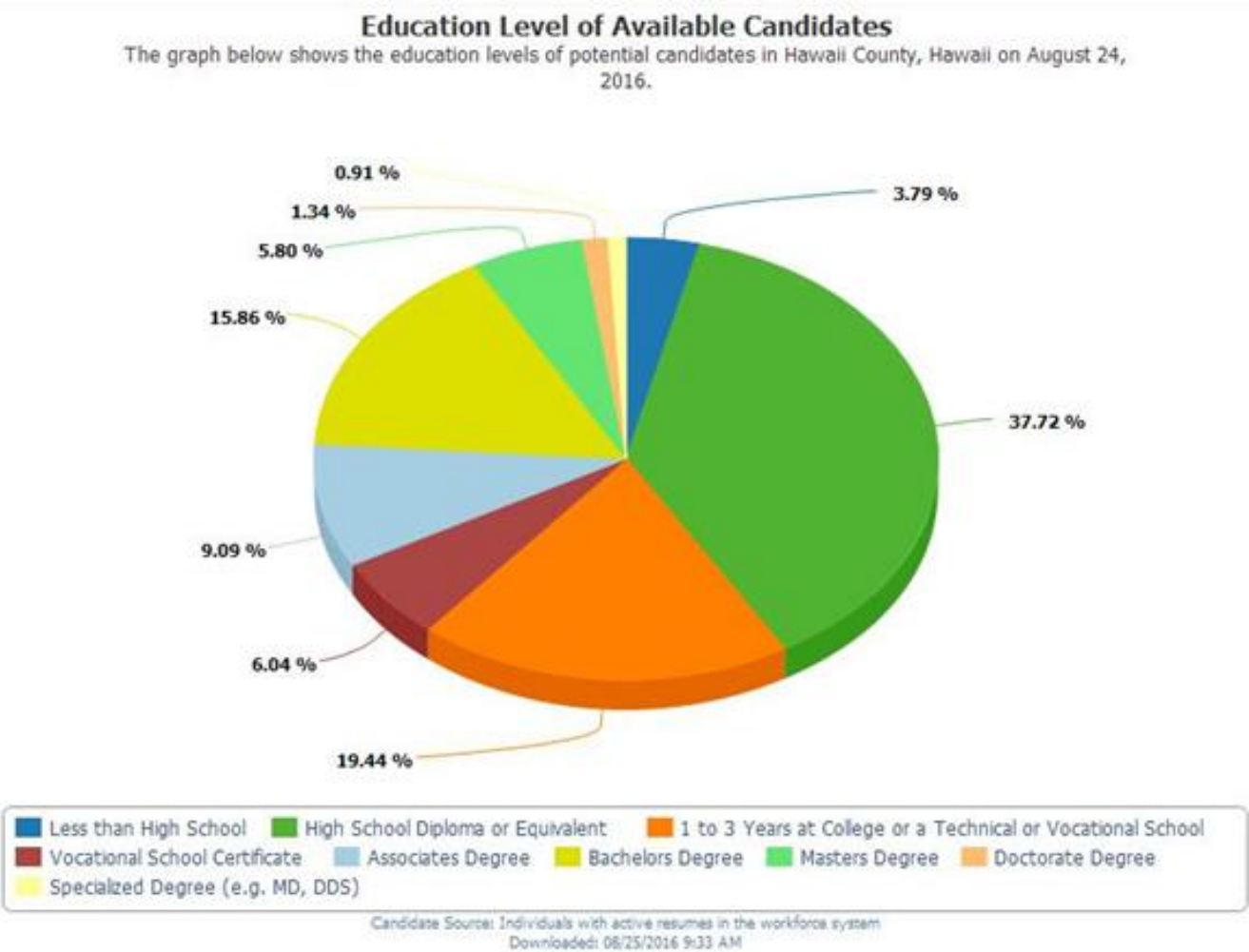
<https://www.hiwi.org/vosnet/lmi/area/areasummary.aspx?enc=SgfjA5gOXyjl8J88h1RjLQofDosouQ9ZSxPkOzl96o6ooYmzd8qOe8mLBr4ki/Me>

Table 9. Advertised Openings – Hawaii County (as of 10/05/15)

Source: Online Advertised Jobs, America's Labor Market Analyzer (ALMA)

The mass majority of available candidates have a high school diploma or equivalent at 37.72%. The next highest ratio are those with 1 to 3 years of college or a technical or vocational school. More than 25% have some type of postsecondary degree.

Table 10. Education Level of Available Candidates



Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office – www.hiwi.org

College enrollments are expected to remain fairly constant until 2020.

Table 11. Enrollment Projections

ENROLLMENT PROJECTIONS							
University of Hawai'i at Hilo							
	Historic	Projections					
	2014	2015	2016	2017	2018	2019	2020
Total	3,924	3,879	3,858	3,862	3,874	3,877	3,890
Status							
Full time	3,159	3,123	3,106	3,109	3,119	3,121	3,132
Part time	765	756	752	753	755	756	758
Degree Type							
Agriculture	167	165	164	164	164	165	166
Business & Economics	374	368	365	366	368	369	370
Arts & Sciences	2,783	2,747	2,731	2,734	2,744	2,745	2,755
Humanities	376	372	369	369	369	369	373
Natural Sciences	833	822	819	818	822	819	824
School of Nursing	117	117	117	117	117	117	117
Social Sciences	1,072	1,059	1,052	1,053	1,055	1,058	1,061
Interdisciplinary Majors	5	5	5	5	5	5	5
General & Pre-Professional	380	372	369	372	375	375	375
Ka Haka 'Ula o Ke'elikōlani	159	158	157	157	157	157	158
College of Pharmacy	355	355	355	355	355	355	355
Unclassified	86	86	86	86	86	86	86
Home-based at Other UH campus	15	15	15	15	15	15	15

Source: State of Hawai'i, Institutional Research and Analysis Office, Enrollment Projections Fall 2015 to Fall 2020.
Hawai'i County Data Book 2015

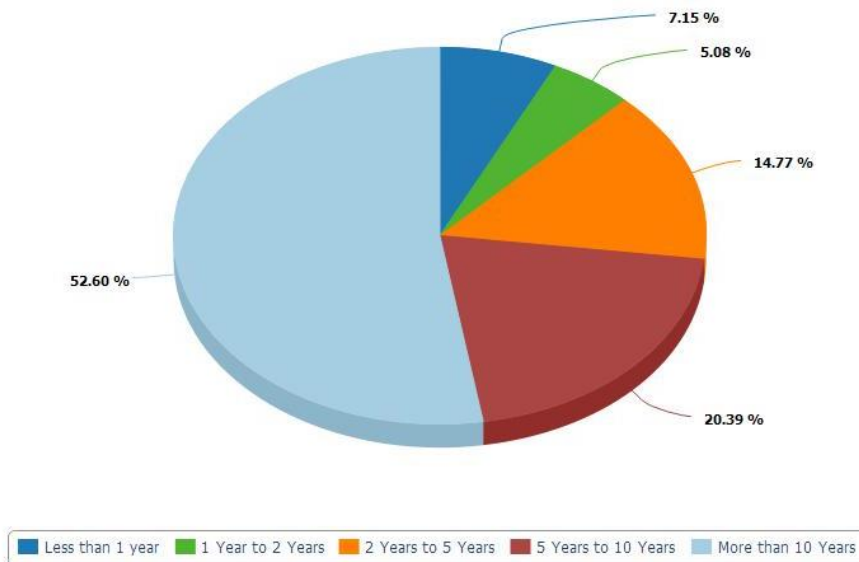
Hawai'i Community College							
	Historic	Projections					
	2014	2015	2016	2017	2018	2019	2020
Total	3,186	3,192	3,197	3,220	3,207	3,186	3,169
Status							
Full time	1,450	1,476	1,478	1,489	1,483	1,473	1,465
Part time	1,736	1,716	1,719	1,731	1,724	1,713	1,704
Degree Type							
Liberal Arts	1,256	1,192	1,146	1,127	1,110	1,097	1,088
Career & Technical Ed	1,377	1,338	1,303	1,291	1,277	1,263	1,253
Unclassified	68	70	74	76	78	79	79
Specials	197	275	325	350	350	350	350
Home-based at Other UH campus	288	317	349	376	392	397	399

Source: State of Hawai'i, Institutional Research and Analysis Office, Enrollment Projections Fall 2015 to Fall 2020.
Hawai'i County Data Book 2015

The County of Hawaii has a seasoned workforce with 52.60% having ten or more years of experience.

Table 12. Work Experience Levels of Available Candidates

Work Experience Levels of Available Candidates
The graph below shows the experience levels of potential candidates in Hawaii County, Hawaii on August 24, 2016.



Candidate Source: Individuals with active resumes in the workforce system
Downloaded: 08/25/2016 9:33 AM

Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office

<https://www.hiwi.org/vosnet/lmi/area/areasummary.aspx?enc=SgfjA5gOXyl8J88h1RJLQofDosouQ9ZSxPkOzl96o6ooYmzd8qQe8mLBr4ki/Me>

Although Hawai'i County has the most land mass and the second largest population count in the State, it also has the lowest average hourly wage, weekly wage and average annual wage of the four counties.

Table 13. Employment Wage Statistics Distribution

The table below shows the counties with the highest estimated average weekly wages in Hawaii for the 1st quarter, 2014.

Rank	Area Name	Total Average Employment	*Average Hourly Wage	Average Weekly Wage	*Average Annual Wage	Preliminary
1	Honolulu County, Hawaii	455,291	\$22.35	\$894	\$46,488	N/A
2	Kauai County, Hawaii	29,662	\$19.35	\$774	\$40,248	N/A
3	Maui County, Hawaii	71,819	\$19.15	\$766	\$39,832	N/A
4	Hawaii County, Hawaii	64,834	\$18.53	\$741	\$38,532	No

* Assumes a 40-hour week worked the year round.

Source: Hawaii Dept. of Labor and Industrial Relations, Research and Statistics Office, QCEW Program: 08/25/2016

Source: Hawaii Department of Labor and Industrial Relations, Research and Statistics Office – www.hiwi.org

There were 9,208 employed and 1,508 unemployed in the time period 2010 to 2014. Hawaii County had the highest unemployment rate of Native Hawaiians & other Pacific Islanders in the state.

Table 14. Employment Status of Native Hawaiians & Other Pacific Islanders Alone, State & County, 2010-2014

	State of Hawaii	Honolulu County	Hawaii County	Maui County	Kauai County
16+ years	102,410	67,474	17,891	11,976	5,069
Civilian labor force	64,272	42,326	10,716	8,020	3,210
Employed	56,450	37,434	9,208	6,907	2,901
Unemployed	7,822	4,892	1,508	1,113	309
Unemployment Rate	12.2%	11.6%	14.1%	13.9%	9.6%

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5 Year Estimates, C23002E

A total of 34.33% of persons with disabilities were employed, while 1.4% were employed. Hawai'i County had the highest percentage of 64.27% were not in the labor force statewide.

Table 15. Employment Status by Disability Status, State and County, 2014

	State of Hawaii	Honolulu County	Hawaii County	Maui County	Kauai County
Total	836,069	576,940	116,239	100,963	41,875
In the labor force	651,355	456,453	81,817	80,011	33,039
Employed	616,404	432,721	77,118	74,766	31,764
With a disability	29,593	19,958	3,806	4,540	1,289
No disability	586,811	412,763	73,312	70,226	30,475
Unemployed	34,951	23,732	4,699	5,245	1,275
With a disability	3,829	2,797	155	814	63
No disability	31,122	20,935	4,544	4,431	1,212
Not in labor force	184,714	120,487	34,422	20,952	8,836
With a disability	36,424	22,609	7,125	4,473	2,200
No disability	148,290	97,878	27,297	16,479	6,636

Source: U.S. Census Bureau, 2014 American Community Survey 1 Year Estimates, C18120.

Hawaii County has a large aging workforce population. Workforce strategies need to take into account for the baby boomers whom are preparing to retire.

Table 16. Civilian Labor Force Status 45+ Years, State and County, 2014

	State of Hawaii	Honolulu County	Hawaii County	Maui County	Kauai County
Total population 16+ years	1,143,931	800,437	156,199	130,748	56,493
45 to 64 years:	359,467	237,928	54,518	46,934	20,056
Civilian labor force:	270,810	183,599	36,642	35,412	15,143
Employed	261,475	177,760	34,934	33,869	14,898
Unemployed	9,335	5,839	1,708	1,543	245
65 years and over:	228,061	156,728	34,298	24,652	12,381
Civilian labor force:	44,737	29,765	6,103	5,966	2,903
Employed	43,639	29,007	6,031	5,875	2,726
Unemployed	1,098	758	72	91	177

Source: U.S. Census Bureau, 2014 American Community Survey 1-Year Estimates, B23001

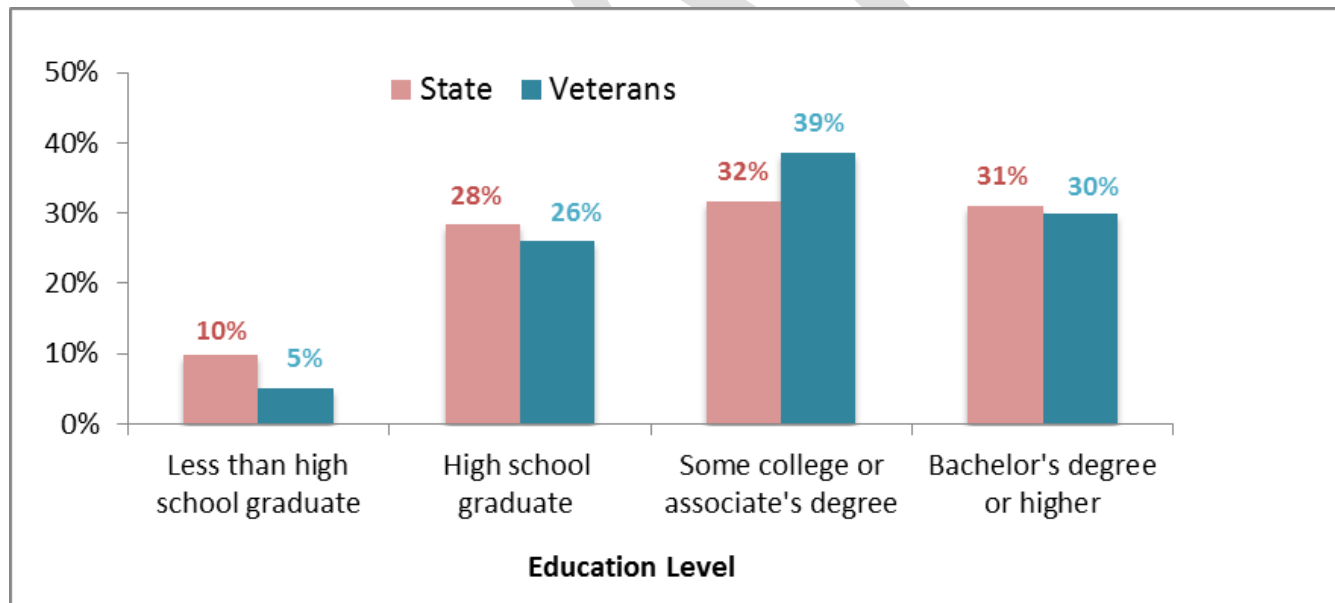
Hawai'i County has the second largest civilian veteran population in the State. Compared to the statewide population, overall veterans have a higher percentage of college attendance.

Table 17. Veterans Status, State and County, 2010-2014

	State of Hawaii		Honolulu County		Hawaii County		Maui County		Kauai County	
	#	%	#	%	#	%	#	%	#	%
Civilian population 18+ years	1,046,610	---	724,004	---	146,901	---	122,594	---	53,111	---
Civilian veterans	112,217	10.7 %	83,004	11.5 %	14,959	10.2 %	9,639	7.9 %	4,615	8.7 %

Source: U.S. Census Bureau, American Community Survey 2010-2014 5-Year Estimates, DP02

Table 18. Education Level



1.4 An analysis and description of adult and dislocated worker workforce development activities, including type and availability of education, training and employment activities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services, in order to address the needs identified in 1.2. [WIOA Sec. 108(b)(1)(D) & 108 (b)(7)]

Activities	Strengths	Weaknesses
<ul style="list-style-type: none"> • Access to eligible education and training programs • Work Experience • Job search and placement assistance • Career counseling • Support services • Provide employers with qualified labor pool • Program Outreach • Basic Career Services: <ul style="list-style-type: none"> • Skills assessment • Intake • Labor market information • Job search activities • Career exploration instruments/tools • Individualized Career Services: <ul style="list-style-type: none"> • Counseling • Testing • Job readiness workshops • Short-term job readiness modules • Assessment instruments • Training Services: <ul style="list-style-type: none"> • On the Job Training (OJT) • Individual Training Accounts (ITA's) 	<ul style="list-style-type: none"> • Ability to partner, leverage resources to stretch funding • Awareness of local business needs • Locally based • Local Labor Market Information • Outreach Coordinator for employers and businesses • Outreach is focused on employers and participants • Job search workshops • Job matching • Promotes the hiring of persons with disabilities through a business leadership network • 30 years of employment and training expertise; • Active one-stop consortium partner and support • Extensive institutional knowledge • Provider is one of the few entities to execute OJT Agreements 	<ul style="list-style-type: none"> • Technology • Transportation • Limited Resources and Funding • Career counseling focus – used to be social/case workers • Short on Eligible Training Providers due to the elimination of program reporting waivers • Amount of time it takes to get build sector partnerships • Staffing vacancies • ETP Recertification process seems too cumbersome to be timely and responsive to industry demands.

Capacity to Provide Services: Our Adult and Dislocated Worker Provider, currently the Department of Labor and Industrial Relations Workforce Development Division (WDD) plays an active role in building the middle class. As a supporter of career pathways they allow the participant to choose their path based on their skills, knowledge and interests. This is accomplished by allowing them to complete short-term certification

training programs and enhance their existing skills. The capacity to provide service is increased because of braided resources with partners such as Adult Ed, Vocational Rehab (VR), and Temporary Assistance for Needy Family (TANF) and the Community College. WDD creates innovative strategies to bring together industry leaders with government agencies, non-profit resources to collectively address workforce issues.

1.5 An analysis and description of youth workforce activities, including activities for youth with disabilities. Include analysis of the strengths and weaknesses of such services, and the capacity to provide such services. [WIOA Sec. 108(b)(1)(d) and 108(b)(9)]

Activities	Strengths	Weaknesses
<ul style="list-style-type: none"> • Skills assessment • Access to eligible education and training programs • Work Experience • Job search and placement assistance • Career counseling • Support services • Provide employers with qualified labor pool • Program Outreach 	<ul style="list-style-type: none"> • Retention and persistence • Dedicated Employment Counselors • Ability to partner, leverage resources to stretch funding • Awareness of local business needs • Locally based • Local Labor Market Information • Extensive community collaboration and outreach • Job matching • Promotes the hiring of persons with disabilities through a business leadership network 	<ul style="list-style-type: none"> • Services to in-school youth decrease under WIOA • Technology • Transportation • High turnover of participants
<p>The current Youth Service Provider, currently Goodwill Industries of Hawaii, delivers high quality education, case management, employment, acculturation, financial, life, literacy and social skill services to diverse consumers including: Individuals with disabilities, Native Hawaiian or Part Hawaiian, English as a Second Language, Immigrants, Substance Abuse, Individuals previously or currently incarcerated, Public Housing residents, Homeless, At-risk, Disabled or economically disadvantaged youth.</p> <p>The Youth service provider has and will continue to develop strong working relationships with numerous local, State and Federal agencies including Hawai'i County Workforce Development Board (HCWDB), Office of Youth Services, Department of Human Services, Office of Community Lands, Department of Health, Internal Revenue Service, Department of Vocational Rehabilitation, University of Hawaii (UH) Hilo and UH Community Colleges, Waipahu Community School for Adults.</p>		

1.6 Identify successful models and best practices for youth workforce activities relevant to the local area. [WIOA Sec. 108(b)(9)]

Workforce services are comprehensive, flexible and specifically meet the unique needs of each youth. Ongoing intensive case management, training opportunities, support services, and mentoring opportunities are central facets of the program design. The youth are provided with activities and a variety of options to improve individual educational and skills competencies; and make effective connections with employers.

Programs utilizes the elements of the WIOA youth program and engages youth in healthy behaviors and empowers them with tools to reduce unhealthy risk behaviors. The program creates a caring environment where youth feel valuable, worthwhile, and motivated to develop educational and employment skills allowing the youth to reach their full potential.

The Youth provider takes advantage of its in house resources. This provides an opportunity to the youth interested in gaining work experience (marketing, merchandising, financial transactions and inventory to name a few) while in a familiar environment. The youth are compensated for their hours, held accountable and gain the necessary skills required to allow them to gain experience employers are looking for, allowing them to be successful in the business community.

Program participants include at risk youth, low-income persons, immigrants, refugees, individuals with mental illness and other disabilities, and people who are highly challenged (including homeless, reintegrating individuals, and individuals with a history of alcohol and drug abuse. The core ideology of this program is that all youth program participants, regardless of their past or barriers, have the potential and abilities to achieve success.

Section 2: Strategic Vision and Goals

Section 2 responses should be made in collaboration with the members of the local workforce development board and other community stakeholders.

2.1 Provide the local board's strategic vision and goals for preparing an educated and skilled workforce in the local area, (including youth and individuals with barriers to employment). [WIOA Sec. 108(b)(1)(E)]

Change is happening, the HCWDB envisions the need to be flexible and open to the future trends of the workforce and workplace. Size, composition, and skills of the workforce; the nature of work and workplace arrangements; and worker compensation will all need to be taken into account.

HCWDB's WIOA Vision:

Provide a fluid and adaptable workforce system that meets the needs of employers and jobseekers supporting a vibrant economy.

HCWDB Goals:

- 1. Enhance and rebrand the One-Stop Centers**
 - Provide outreach and engagement of employers, addressing their needs
 - Establish and maintain high visibility through a coordinated marketing campaign
 - Coordinate and align seamless service delivery system
 - Focus on quality of service and enrich a customer centered design
 - Establishing Career Pathways for all job seekers—particularly with our WIOA-designated target populations (this should include support for wrap around services from mandated, secondary and tertiary AJC partners)
 - Establishing a support system for all of our emerging industries
 - Establishing a support system for employers and industries at-risk in our local economy
 - Ensuring our AJCs are provided the technical guidance and support needed to proficiently serve our businesses and all job seekers
- 2. Create greater access for vulnerable populations with employment barriers – create greater access**
 - Serve the public as not only a resource for employment , but as an empowerment center where basic barriers to employment can be resolved
- 3. Address geographic challenges**
 - Enhance outreach programs
 - Research and identify enabling technology
- 4. Pilot youth programs and coordinate a youth development system**
 - Coordinate existing community structures and resources that enhance and support opportunities for your development
 - Promote leadership development via exposure to positive role models and mentors
 - Promote youth development programs and activities that ensure that youth thrive and become empowered
- 5. Become more data driven**
 - Provides accountability
 - Denotes anticipated results
 - Sets expectations
 - Provides guidance that allows the program to be success oriented
 - Identify industry clusters and industry resources
 - Use data to identify workforce necessities
 - Identify employer needs to guide the effective use of resources
 - Assist with identifying career pathways and labor markets
- 6. Strengthen Partnerships/Efficiency focused**
 - Draws resources and momentum from multiple sources to provide collaborative talent development system that engages employers and job seekers at the local level.
 - Add additional resources to the One-Stop so that additional resources may be accessed at the same visit
 - Multiple access to the same services/training/assistance.
 - Collaboration for a positive relationship with all workforce stakeholders.
 - Connect Youth to the workforce system.

2.2 Describe how the local board's vision and goals align with and/or supports the vision of the Hawaii Unified State Plan:

"All employers have competitively-skilled employees, and all residents have sustainable employment and self-sufficiency." [<https://labor.hawaii.gov/wdc/files/2012/11/DRAFT-Hawaii-WIOA-Unified-State-Plan-060816.pdf>] pg. 75

The HCWDB supports the State vision by agreeing to support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, high-quality workforce development system. This will increase the prosperity of workers, employers, and economic growth throughout our community. WIOA is quality-focused, employer-driven, customer-centered and tailored to meet the workforce and economic development needs of our local area.

HCWDB aligns with the State's vision of wanting to minimize slack in labor market, supply suitable living wages, for all residents of Hawai'i.

2.3 Describe how the local board's vision and goals contribute to each of the Unified State Plan goals:

- a. To provide coordinated, aligned services.
- b. To prioritize services to vulnerable populations with barriers to employment as described under WIOA, including veterans, unemployed workers, youth with disabilities, homeless individuals and Native Hawaiians, which are currently of critical concern to the state.
- c. To develop sector strategies and a career pathways system that will integrate education and training, and move skilled job seekers into growth industries.
- d. To fully engage employers in the workforce development system to address the talent shortage.

The Hawaii Unified State Plan includes a number of strategies under each goal. It is up to the discretion of the local board to determine what strategies best fit their local needs. (pgs. 77-79)

Via the HCWDB's Career & Business Committee, quantify and prioritize industry needs and skills gaps. As principal conveners, HCWDB will gather employer/industry input via focus groups, informational forums, and questionnaires, etc. The Big Island Workplace Connection will serve as the implementation arm of broader workplace and workforce priorities set forth by our WDB.

The HCWDB's vision and goals contribute to each of the Unified State Plan Goals in the following ways:

- a. The HCWDB has been and will coordinate and align services by providing businesses and job seekers a high quality one-stop center that connects them with a full range of workforce services. Aligning the Local Area Plan and the State Unified Plan goals by having the One-Stop partners coordinate their services will ensure that seamless service will be provided. Meetings with core partners and other key service providers on a monthly basis to discuss successes, challenges and solutions to achieving coordinated, aligned services.
- b. The HCWDB is completely in agreement and understands the importance of prioritizing services to vulnerable populations, as well as creating greater access to WIOA services. HCWDB will align their efforts with The Unified State Plan by having each core partner will develop and implement policies and

procedures that will ensure that vulnerable populations with barriers to employment that are described in the Unified State Plan receive priority for services. HCWDB and core partners will engage employers to improve the labor market and skills outcomes for vulnerable populations, as well as increase access to employment opportunities for those populations.

- c. In order to develop sector strategies and career pathways system that will integrate education and training, and move skilled job seekers into growth industries, HCWDB developed a goal to enhance and rebrand the One-Stop Centers will provide more outreach and engagement of employers by addressing their needs. The One-Stop will have the support of the Board's Career and Business Committee which will identify and promote identify sector strategies, engage employers and assist with developing career pathways. In accordance with the State goals, the HCWDB will use economic data, industry clusters and industry resources to determine growth. Align policies and funding streams across education, workforce, and economic development systems and all levels of government to focus public resources on the training that moves workers into industries with high-quality jobs that lead to better financial outcomes and longer job tenures for workers. HCWDB and the One-Stop will work closely with the Community Colleges to identify education and training needs. Programs are and will be developed to meet those needs.
- d. To fully engage employers in the workforce development system to address the talent shortage the Career and Business Committee and the One-Stop will coordinate and implement effective strategies to address the engagement employers to promote our workforce development system. In alignment with the State plan, they will focus on short-and long-term goals aligned with industry needs, created with industry input and sustained through industry oversight and participation.

2.4 Describe how the local board's goals relate to the achievement of federal performance accountability measures to support local economic growth and economic self-sufficiency. [WIOA Sec. 108(b)(1)(E)]

All of the HCWDB goals strive to excel in the federal performance measures. They are all taking great strides to prepare, educate and provide skilled workforce, including the youth in our community and those with employment barriers. By enhancing our One-Stop will better assist our program participants with obtaining unsubsidized employment and increase their earnings. It will also lead to more participants having the opportunity to obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent. Also, will increase opportunity to those in an education or training program that leads to a recognized postsecondary credential ore employment and who are achieving measurable skill gains. A major part of the goal is to increase services for employers.

Section 3: Local Area Partnerships and Investment Strategies

Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board, partners, and stakeholders.

3.1 Taking into account the analysis in Section 1, describe the local board's strategy to work with the organizations that carry out core programs to align resources in the local area, in support of the vision and

goals described in Question 2.1. [WIOA Sec. 108(b)(1)(F)]

Representatives from WIOA core programs serve as members of the HCWDB board. Additionally, area directors and managers of the same program partners work with other workforce stakeholders through the Big Island Work Place Connection (BIWC). Local Board representation allows for formal input on the direction of the workforce activities, service integration, and implementation of area wide workforce development initiatives.

The One Stop is located in Hilo, HI and provides access to a multitude of agencies, programs, and services. A secondary service site is located in Kailua-Kona, HI. The entities and programs partnering at the One Stop are Workforce Development Division, Wagner Peyser, Veterans, Department of Human Services (DHS), Hawai'i County Office of Housing and Community Development (OHCD), Alu Like, Maui Economic Opportunity, Inc. (MEO), Department of Vocational Rehab (DVR), Senior Training & Employment Program (STEP), Hawaii Community College, Unemployment Insurance, Hawai'i County Economic Opportunity Council (HCEOC), Waipahu and the Department of Human Services (DHS).

One Stop partners execute a Memorandum of Understanding (MOU) encapsulating the rules, areas of service and goals of the One Stop center on the Big Island. While expedited by HCWDB, core programs and partners, via BIWC provide input into its development to ensure positive understanding and pro-active execution.

The workforce system is a multitude of private and public agencies, programs, and services. To enlighten stakeholders and other community partners, BIWC networks with other community groups to provide awareness of the WIOA program and build strategies and tools to share information related to agency functions, programs, and services and in turn, meet the needs of the One Stop customers in the most comprehensive manner possible.

3.2 Identify the programs/partners that are included in the local workforce development system. Include, at a minimum, organizations that provide services for Adult Education and Literacy, Wagner-Peyser, Vocational Rehabilitation, Temporary Assistance for Needy Families, Supplemental Nutritional Assistance Program, and programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006. [WIOA Sec. 108(b)(2)]

WIOA Section 121(b)(B) Programs and Activities	Agency/Organization
Programs authorized under Title I – Adult/DW	Workforce Development Division (WDD)
Programs authorized under Title I – Youth	Alu Like, Inc. / Goodwill Industries of Hawaii, Inc.
Programs authorized under Title I – Native American Programs	Alu Like, Inc.
Programs authorized under Title I – Migrant & Seasonal Farmworker Programs	Maui Economic Opportunity, Inc. (MEO)

Programs authorized under the Wagner-Peyser Act	Workforce Development Division (WDD)
Adult Education and Literacy Activities authorized under Title II	Waipahu Community School for Adults
Programs authorized under Title I of the Rehabilitation Act of 1973	Division of Vocational Rehabilitation (DVR)
Programs authorized under Title V of the Older Americans Act of 1965	County of Hawai'i Senior Training & Employment Program (STEP)
Career & technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006	Hawai'i Community College (HawCC)
Activities authorized under Chapter 2 of Title II of the Trade Act of 1974	Hawaii Department of Labor and Industrial Relations - Workforce Development Division (WDD)
Employment and training activities carried out under the Community Services Block Grant Act	Hawai'i County Economic Opportunity Council (HCEOC)
Employment and training activities carried out by the Department of Housing and Urban Development	County of Hawai'i Office of Housing and Community Development (OHCD)
Programs authorized under State unemployment compensation laws	Unemployment Insurance (UI)
Programs authorized under Section 212 of the Second Chance Act of 2007	Unable to locate and identify Programs authorized under the Second Chance Act of 2007 locally
Programs authorized under Part A of Title IV of the Social Security Act - Temporary Assistance to Needy Families (TANF)	Department of Human Services

Table 19. One-Stop Services

These tables identify many of the services offered by our WIOA Mandated One-Stop Partners.

	Alu Like	DHS	DVR	HawCC	HCEOC	ME O	OHCD Sec 8	STEP	UI	WCSA	WDD
Basic Career Services											
Outreach	X	X	X	X	X	X	X	X	X	X	X
Intake	X	X	X	X	X	X	X	X	X	X	X
Orientation to services	X	X	X	X	X	X	X	X	X	X	X
Initial assessment of skill levels	X		X	X	X	X		X		X	X
Eligibility certification	X		X	X	X		X	X	X		X
Job search & placement assistance	X		X	X	X	X		X			X
Career counseling	X		X	X	X	X		X			X
Provision of labor market information	X			X	X	X					X
Information regarding filing UI claims	X	X		X	X		X		X		X
Assist in establishing eligibility for Welfare-to-Work	X	X		X							X
Assist in establishing eligibility for financial assistance for training	X		X	X	X						X
Provide information relating to supportive service	X	X	X	X	X	X	X	X			X
Provide performance and cost information relating to training providers & services	X	X	X	X	X	X	X	X	X		X

	Alu Like	DHS	DVR	HawCC	HCEOC	MEO	OHCD Sec 8	STEP	UI	WCSA	WDD
Individual/Follow up Services											
Comprehensive & specialized testing & assessment	X		X	X	X					X	X
Development of an individual employment plan	X		X	X	X	X		X			X
Group counseling	X			X	X						X
Individual counseling & career planning	X		X	X	X	X		X		X	X
Case management for seeking training services	X		X		X	X		X			X
Short term pre-vocational services	X		X	X	X					X	X
Work experience in the private or public sector	X		X	X	X		X	X			X
Tryout employment	X		X		X						X
Follow up services	X		X			X	X	X			X

	Alu Like	DHS	DVR	HawCC	HCEOC	MEO	OHCD Sec 8	STEP	UI	WCSA	WDD
Training Services											
Occupational skill training	X	X	X	X	X	X		X		X	X
On-the-job training	X		X		X	X		X			X
Programs that combine training w/related instruction; cooperative education programs	X	X	X	X	X			X		X	X
Training programs operated by the private sector	X		X			X					X
Skill upgrading & retaining	X	X	X	X	X	X		X		X	X
Entrepreneurial & small business development technical assistance & training	X		X	X	X	X		X			X
Job readiness training	X	X	X	X	X	X		X		X	X

Adult basic education, GED attainment, literacy training & ESL training	X	X		X		X				X	X
Customized training conducted with a commitment by an employer or group of employers to employ individual upon completion	X	X	X	X	X	X				X	X
Educational & tuition assistance	X		X	X	X	X					X

	Alu Like	DHS	DVR	HawCC	HCEOC	MEO	OHCD Sec 8	STEP	UI	WCSA	WDD
Activities for Youth											
Improving educational & skill competencies	X		X	X	X						X
Adult mentoring				X	X						X
Training opportunities	X		X	X	X	X					X
Supportive services	X		X	X	X	X					X
Incentive programs for recognition & achievement	X			X							X
Opportunities for leadership, development, decision-making, citizenship & community service	X			X	X						X
Preparation for post-secondary education, academic & occupational learning, unsubsidized employment opportunities	X			X	X						X
Tutoring, study skills training and other drop-out prevention strategies	X			X	X						X
Alternative secondary school services	X			X	X					X	X
Drop-out prevention activities	X			X	X	X					X

Summer employment opportunities that are directly linked to academic and occupational learning	X				X	X				X	X
Paid & unpaid work experience, including internships & job shadowing	X		X	X	X					X	X
Occupational skill training	X		X	X	X						X
Leadership development opportunities	X				X						X
Follow up services	X		X								X
Comprehensive guidance and counseling, which may include drug & alcohol abuse counseling & referral	X		X								X
Information & referral	X	X	X	X	X	X	X	X	X	X	X

	Alu Like	DHS	DVR	HawCC	HCEOC	MEO	OHCD Sec 8	STEP	UI	WCSA	WDD
Other activities											
Job development & employment outreach	X		X	X	X	X	X				X
Supportive services	X		X	X	X	X	X	X			X

3.3 Describe efforts to work with partners identified in 3.2 to support alignment of service provision to contribute to the achievement of the Unified State Plan's goals and strategies. [WIOA Sec. 108(b)(2)]

HCWDB's One-Stop partners have been and will continue to meet monthly to jointly address the numerous services needed, as well as, align and coordinate services being provided to the community. In addition the One-Stop will continue to:

- Enhance a united delivery system among partners, focusing on services rather than programs
- Continuous improvement of a seamless delivery system
- Have all partners use a common referral process
- The One-Stop Operator will hold monthly meetings so all One-Stop Partners may convene
- Staff Trainings will be provided as needed to enhance performance
- Efforts to show continuous improvement and demonstrate innovative solutions, Hawaii County has funded an online platform to match those with employment barriers with services (<http://resourcesmatch.org>). One-Stop partners are being trained, individual participant access has been launched as well as marketing efforts are being made on this pilot program.

In alignment with the Unified State Plan the One-Stop partners will provide seamless service delivery to employers and participants. They will follow the guidelines of the state plan and they will support the State's goals that:

- Services are delivered “seamlessly” so that participants are unaware that the services provided at the One-Stop are being delivered by multiple agencies and through multiple funding streams.
- Comprehensive One-Stop Centers will provide the full range of services available through designated One-Stop partner programs.
- Comprehensive One-Stop Centers will serve as a primary location for employers and job seekers where they receive service provided in a seamless, integrated and efficient manner.
- One Stop Centers are capable of connecting job seekers to the services they need to address their skills gaps: All work-related programs and services are either offered on-site or services are easily accessible through the One-Stop Centers.
- Local employers and employer organizations are active partners in the improvement of the local One-Stops.
- The One-Stop Centers, as required, will move to a fully integrated platform and encouraged to leverage additional local resources as well. This includes exploring centralizing services through single locations so overhead costs are reduced. It will also include moving the provision of services through local centers toward functional integration, wherein customers from multiple programs are served together in common and fundamental processes such as workshops, assessment and career planning, job search/development and case management activities, allowing WIOA Title IB programs to be just one of several sources supporting these critical activities.

3.4 Describe the local board's plans and strategies for, and assurances concerning, maximizing coordination of services provided by the State employment service under the Wagner-Peyser Act and services provided in the local area through the one-stop delivery system to improve services and avoid duplication of services. [WIOA Sec. 108(b)(12)]

The Wagner-Peyser (WP) Program, a principal deliverer of Basic Career Services, will be central in serving as a triage for Hawaii County America's Job Center (AJC). Its premier labor exchange component will initially determine the level and type of employment services needed. All Core Partners, as well as other partners in the Big Island Workplace Connection will coordinate its resources to avoid duplication and, at the same time, ensure seamless transitions of service.

WP also delivers the Reemployment Services and Eligibility Assessment (RESEA) Program that targets Unemployment Insurance Claimants through a series of assessments and workshops to reduce their length on Unemployment Insurance. This RESEA Program will also serve as a key feeder to our WIOA Partners in our America's Job Center System.

All services and transactions are recording in our HireNet Hawaii System operated at every AJC in the State of Hawaii. Through this integrated Case Management System, WP and WIOA staff will have access to prior and intended services to avoid any duplication of effort.

3.5 Describe how the local board will coordinate the workforce investment activities with providing Adult Education and Literacy activities (under Title II) and describe how the local board will carry out a review of local applications submitted under Title II Adult Education and Literacy, consistent with the local plan and the State's provided criteria. [WIOA Sec. 108(b)(13)]

Waipahu Community School for Adults is a strong member of the Board. Their Adult Education and Literacy program includes a variety of courses for adult learners, with integrated programs and services in the areas of basic education, Hawaii adult community school diploma, family literacy, citizenship, workforce education and life enhancement. They are located in Hilo and Kailua-Kona. As a core partner of the One-Stop they provide guidance and support the other partners.

In re-authorizing Title II, the Adult Education & Family Literacy Act (AEFLA), the bill places emphasis on ensuring State and local providers offer basic skills, adult education, literacy activities, and English language acquisition concurrently or integrated with occupational skills training to accelerate attainment of a high school diploma or its recognized equivalent and post-secondary credentials. Making sure these skills are solidly in place for all students is a priority for Hawaii's adult education program. Furthermore, Hawaii's adult education program will utilize a statewide career pathway approach for adult learners to support transitions to post-secondary education or training and employment opportunities.

It is essential for adult educators to work closely with workforce development stakeholders in the State, including State and local workforce boards. To help in achieving a seamless statewide workforce development system, the adult education program will provide activities contextually and concurrently with workforce preparation and training activities for a specific occupation or occupational cluster for the purpose of educational and career advancement.

3.6 Describe how the local board will coordinate workforce investment activities carried out in the local area with economic development activities carried out in the State, and promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5)]

The Hawai'i County Business Resource Center, a program of the Department of Research and Development, was launched early in spring of 2016. It is a new free County service which enhances local economic development. The Hawai'i County Entrepreneurship Program connects participants to leaders from Hawai'i County's business community, financial institutions, government agencies, and business development organizations to provide personal guidance and valuable connections to resources that will help their new businesses thrive. Just as important, the Business Resource Center will learn from participating entrepreneurs what kinds of assistance gaps exist and how government can help bridge those gaps.

3.7 Describe how the local board will coordinate education and workforce investment activities with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(10)]

Education partners will be included in the Workforce Development Board's various committees to give input on how the Department of Education and University of Hawaii can coordinate their strategies and tactics which

are congruent with the local board's strategies. Having the education partners on the committees will provide better communication to avoid duplication of services.

Any workforce initiatives with the University of Hawaii such as Workforce Summits will include members of the Hawai'i County Workforce Development Board in the planning process.

In alignment with the State Unified Plan, DVR is collaborating with Adult Education and Literacy from the Department of Education, the Workforce Development from the University of Hawaii Community Colleges and the Workforce Development Division from the Department of Labor to improve access to postsecondary credentials for individuals with disabilities. Workforce Development will identify employer needs in our county. VR will meet with those employers to ascertain the work skills and training needed to qualify for employment with the companies; not limited to "entry level positions." If postsecondary training is available, VR will provide financial and case management support. If customized postsecondary training is needed, VR will work with Adult Education to develop postsecondary training.

3.8 Describe how the local board will coordinate workforce investment activities with the provision of transportation, including public transportation and other appropriate supportive services in the local area. [WIOA Sec. 108(b)(11)]

With so many rural locations in Hawai'i County, transportation had been a large hurdle to address. The County of Hawai'i Mass Transit Agency Hele-On provides island-wide commuter and limited fixed-route service to the Big Island of Hawai'i. Hele-On offers fixed-route transit service in the Hilo and Kona areas Monday through Saturday and limited commuter services to the South Kohala Resort (SKR) areas seven days a week. All Hele-On buses are ADA accessible. All bus operators will make ADA call outs to assist in identifying locations along the route.

The County of Hawai'i's Mass Transit Agency also offers a shared ride taxi program within the urbanized Hilo area with discount ticket books available for sale at the Mass Transit Agency and the Mo'ohau Bus Terminal.

The Hawai'i County Mass Transit Authority (MTA) offers *Hele-On Kako'o* paratransit service to complement its current intra-Hilo and intra-Kona fixed route bus system. It is an advanced reservation, origin-to-destination service for persons with disabilities who are unable to use the regular fixed Hele-On bus service within the Hilo and Kona areas.

Technology can offer great assistance and new alternatives need to be researched.

3.9 Based on the analysis described in Section 1.1-1.3, identify the populations that the local area plans to focus its efforts and resources on, also known as targeted populations.

HCWDB will give priority of service to individuals with barriers to employment, including individuals with disabilities; displaced homemakers; low-income individuals; Indians, Alaska Natives, and; older individuals; ex-offenders; homeless individuals; youth in foster care; English language learners; low-literate individuals; individuals with cultural barriers; farmworkers; individuals within two years of exhausting TANF benefits; single parents; long-term unemployed; veterans, as well as, Native Hawaiians and the homeless who will be considered our targeted populations which are currently an acute concern in our state and county.

3.10 Based on the analysis described in Section 1, identify one to three industries where a sector partnership(s) is currently being convened in the local area or there will be an attempt to convene a sector partnership and the timeframe.

The HCWDB is currently convening with the Tourism/Hospitality sector. It has been identified that there are hundreds of job vacancies in the hotels and resorts on the west side of our island in which they are having difficulty filling. Many feel that they have depleted their local job applicant resources. The Board is taking steps to assist. Our One-Stop have decided to double the size and relocate their East Hawaii job fair in order to accommodate west-side employers. Discussions have been started with Hawai'i Mass Transit Agency to look into transportation and commuting solutions. Collaborative discussions and meetings have been convened with University of Hawai'i at Hilo and the hotel industry regarding a possible student exchange program.

3.11 Based on the analysis described in Section 1, describe the local investment strategy toward targeted sectors strategies identified in 3.10 and targeted populations identified in 3.9.

The local investment strategy toward the targeted populations in the hospitality industry are being addressed by all our One-Stop Partners. The week before the East Hawai'i Job Fair the partners are coming together and offering a Job Readiness Session. There they will support the targeted populations with resume writing, application assistance, interviewing skills, and dress for success information to prepare them for success. This will be very beneficial to both the job seekers and the employers. Hawai'i County Mass Transit Agency will have an informational booth at the job fair along with other resource tables to assist those in need.

3.12 Identify and describe the strategies and services that will be used to:

- a. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies;
- b. Support a local workforce development system described in 3.2 that meets the needs of businesses;
- c. Better coordinate workforce development programs with economic development partners and programs;
- d. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

This may include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, or utilization of effective business intermediaries and other business services and strategies that support the local board's strategy in 3.1. [WIOA Sec. 108(b)(4)(A&B)]

- a. HCWDB will facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs in addition to targeted sector strategies with its network of employer advisory groups. It will convene industry focus groups to dissect the multitude of work place and workforce needs for each industry. Business advisory partners will include, but not limited to: E. and W. HI Business Leadership Networks, Workforce Development Employer Committee, Kona-Kohala Chamber of Commerce, Hawaii Island Chamber of Commerce, Japanese Chamber of Commerce, Kanoelehua Industrial Area Association, State Advisory Committee on Agriculture, Healthcare Workgroup, Big Island Contractors Association, etc. Specific sector strategies will be developed relative to workforce needs, skills gaps, optimizing industry pipelines from K-20, work

place wellness and enhancements, safety and regulatory requirements, etc.

The East Hawaii Business Leadership Network (BLN) will continue meeting at the Workforce Development Division's Hilo Office to share best practices on hiring, promoting and accommodating individuals with disabilities. BLN members also collaborate with other organizations from across the country to present workshops on job accommodations, customized employment, and other topics.

- b. Support a local workforce development system that meets the needs of businesses with our businesses as our primary customers, demand-side approaches will dictate the level, type and duration of job training modules. Industry-recognized certificates will accompany successful completion of industry-designed modules. At its foundation will be industry's voice in the design of training curricula.

There is a current and growing framework of employer networks established in our community to address immediate as well as long-term business demands. All career and training services will be driven to address industry needs through career pathways that lead to higher education, industry recognized credentials, and better paying, more highly skilled jobs. Targeted careers include but not limited to: Science, Technology, Engineering and Math (STEM), including information technology, aerospace and astronomy, construction trades, diversified and sustainable agriculture; energy and "green" occupations across all industries; hospitality, healthcare and allied services.

- c. In order to better coordinate workforce development programs with economic development partners and programs, Hawaii County WDB will continue to work in close partnership with economic development entities such as: Hawaii County Research & Development Department, Hawaii Island Economic Development Board, Hawaii Island Workforce & Economic Development Ohana (HIWEDO), and the Hawaii State Department of Business & Economic Development & Tourism.

Its primary purpose is to better coordinate workforce demographics and availability with prospective developers to maximize employment opportunities and economic activities in Hawaii County.

- d. HCWDB strengthen linkages between the one-stop delivery system and unemployment insurance programs by having both the WDD and UI services are delivered from a central clearinghouse: 1990 Kinoole Street, the Kinoole Plaza Building.

The principal reemployment program, RESEA (previously mentioned) has a working MOU between the Department of Labor & Industrial Relations two sister Divisions. Both Divisions will continue to share facilities and complement staff efforts to reduce the length of unemployment for each U.I. Claimant.

A key strategy in optimizing the leveraging of services is Workforce Development Division's (WDD) Workforce Development Employer Committee (WDD's advisory group representing multiple industries), The Makery-Hilo (a 21st Century business incubator to support under-represented entrepreneurial aspirants), HI Technology Partnership (a coalition of education, government and business leaders in STEM. initiatives), Business Leadership Networks – East and West Hawaii Chapters. On-going coordination and engagement with these industry leaders will be the operational norm to maximize resources, minimize duplication of effort, and connect Adults and Dislocated Workers to better jobs.

Key training services will include *Job Driven Modules* where basic academic skills are coupled with paid or unpaid work experiences. Customized Employment designed to accommodate persons with disabilities, will enable more persons with disability to enter the workforce and generate self-sustaining wages. Customized training designed to specifically meet the immediate needs of industry, will secure an employer's commitment to hire after placement. Incumbent worker training will enable participants to increase skills and raise capacity of the employer's workforce. Apprenticeship training models allows for specifically designed to meet the universal needs of industry workers and upon completion, participating employers have a commitment to hiring trainees. All services and activities will be driven by the network of employer partnerships and industry needs.

HCWDB's "Job Driven for Success" Model espouses work-based, contextualized modules that provide invaluable, hands on experience as part of our participant's career pathway. Key work-based modules include: on-the-job training modules in the private sector; paid and unpaid work experience in the public and private sectors; apprenticeship opportunities that go well beyond apprenticeship tracks in traditional trade occupations, and customized training programs utilizing the invaluable resources of worksites, supervisors and industry supervisors converted to customized training instructors.

Incumbent Worker Opportunities will be made available based on: 1) needs of an emerging industry; and 2) the compatibility of the incumbent worker.

Employer Engagement Strategies

- a. HCWDB will convene meetings with business organizations, community leaders and policy-makers to provide labor demographics, benefits and initiatives targeted to strengthen workplaces; educate business owners with latest Labor Laws, Americans with Disabilities Act Amendments, etc.
- b. Implement employer informational forums to share WIOA Programs and Services by Core Partners; plan in partnership with workforce-driven consortia including, but not limited to: Big Island Workplace Connection, Workforce Solutions, Business Leadership Network, and Going Home Hawaii.
- c. Convene Think Tanks between Economic Development and Workforce Development Entities to better align proposed economic activities with anticipated workforce needs; formalize a partnership that can present a comprehensive and unified plan to address: workforce availability and screening, education and training capacity, Empowerment and Enterprise Zones, permitting and zoning processes, available tax credits for hiring particular target groups, coordinated marketing approaches to prospective businesses.
- d. A Business Services Committee, under the direction of the Hawaii County Workforce Development Board, will specifically target emerging sectors throughout Hawaii Island and ascertain sector needs relative to work skills and skills gaps of our workforce.
- e. As mentioned in Section 3.4, our Wagner-Peyser's RESEA Program will ensure that a nexus between the unemployment insurance claimant and our AJC system is clearly delineated.

3.13 Does the local board currently leverage or have oversight of funding outside of WIOA Title I funding or county general funds to support the local workforce development system? Briefly describe the funding and how it will impact the local system. If the local board does not currently have oversight of additional funding, does it have future plans to pursue them?

The HCWDB coordinates Pell Grant and other financial aid resources for training and education through regular One-Stop meetings, education of direct line staff and proper referrals. Coordination with partner agencies is encouraged, with the permission of the participants.

Section 4: Program Design and Evaluation

Many of the responses below, such as career pathways and individual training accounts, should be based on strategic discussions with the local board, partners and stakeholders.

4.1 Describe how the local board, working with the entities carrying out core programs, will coordinate activities and resources to provide high quality; customer-centered services and expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. [WIOA Sec. 108(b)(3)]

Individuals with Barriers to Employment	For the most part, all individuals enrolled in our Job Driven for Success Adult Program will have one or a combination of barriers to employment.
Native Hawaiian	<p>Alu Like's Mission: To kōkua Native Hawaiians who are committed to achieving their potential for them-selves, their families and communities. <i>Comprehensive Services For Adults are those which are necessary to enter, re-enter or retain unsubsidized employment leading to self-sufficiency:</i> Career Services, Follow-up Services and Training Services Our History ALU LIKE, Inc. is a private, nonprofit community-based organization whose mission is "to kōkua Native Hawaiians who are committed to achieving their potential for themselves, their families and communities." Our Objective The Ho'omānea `Ōiwi Department provides statewide & year round employment & training services for eligible Native Hawaiians, American Indians and Alaska Natives in order to:</p> <ul style="list-style-type: none"> • Develop more fully their academic,

	<p>occupational & literacy skills.</p> <ul style="list-style-type: none"> • Facilitate their competitiveness in the work-force and equip them with entrepreneurial skills necessary for successful self-employment. • Promote the economic and social development of their communities according to their cultural goals & values. • Achieve personal and economic self-sufficiency. <p>Adult Education's Native Nation Pane'e Mua program is for native Hawaiians who do not have high school diploma, they program will pay for their educational program on the Big Island (same concept as Goodwill) Waipahu does the testing and train the teachers to teach the class and Panee Mua covers the cost.</p> <p>Year Round Services for Native Hawaiian, American Indian or Alaska Native low income Youth are provided by Alu Like. The Ho'omānea `Ōiwi Department provides statewide & year round employment & training services for eligible Native Hawaiians, American Indians and Alaska Natives in order to:</p> <ul style="list-style-type: none"> • Develop more fully their academic, occupational & literacy skills. • Facilitate their competitiveness in the work-force and equip them with entrepreneurial skills necessary for successful self-employment. • Promote the economic and social development of their communities according to their cultural goals & values. • Achieve personal and economic self-sufficiency. <p>This is done through:</p> <ul style="list-style-type: none"> • Tutoring, study skills training that lead to completing requirements for secondary school diploma or its recognized equivalent or recognized post-secondary credential. • Paid and unpaid work experiences that have as a component academic and occupational education, i.e. summer employment and
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	<p>other employment opportunities available during school year; pre-apprenticeship programs; internships and job shadowing; on –the-job training; and occupational skill training that must include training programs that lead to recognized post-secondary credentials aligned with in-demand local area occupations.</p> <ul style="list-style-type: none"> • Leadership development opportunities. • Financial literacy education. • Entrepreneurial skills training. <p>Under the Job Driven for Success Adult and DW Provider Proposals, Alu Like, INC. is a key partner. Services will be coordinated and resources optimized between Workforce Development Division and Alu Like, INC.</p>
Ex-Offenders	<p>Going Home Consortium is a comprehensive prison-to-community reentry initiative that provides Hawai`i Island men and women released from correctional institutions with reintegration support into community life through employment, training and appropriate supportive services. It is a community-based group of non-profit service providers, government agencies, faith-based groups, businesses, volunteers and formerly incarcerated persons that collaborate to assist those in need. Hawaii Community College provides innovative educational modules and Workforce Development Division offers employment and training services in addition to a network of support from 20+ service organizations.</p> <p>Job Driven for Success touts an active engagement with the Going Home Reentry Initiative. Our Adult Service Provider heads the Employer Relations Committee and serves on the Executive Committee. Hawaii Branch Manager of WDD is currently appointed as a Commissioner on the Governor’s Reentry Commission.</p>
Youth	<p>Our Youth Provider collaborates with resource partners and agencies for referrals, community outreach, enrollment and co-enrollment, educational development to provide services to at-risk youth. They have established relationships and continue to</p>

	<p>create opportunities that allow for exposure and support of the 14 Elements of WIOA. DOE Title I area Middle and High Schools in addition to Waipahu Community School for Adults- Hilo and Kona Campuses. Hawaii Community College and Office of Continuing Education & Training for Post-Secondary Education and Vocational training. For comprehensive guidance and counseling and fitness and health: Family Court and Office of Probation and Parole, YWCS Teen Court, Big Island Substance Abuse Center, Ke Ala Pono, Tobacco Coalition & Hawaii Police Department. For employee training programs Alu Like, Child & Family Service. Employment, Career & Leadership Development and Mentoring Programs through community businesses like Altres, Bay Clinic, County of Hawaii, Office of the Prosecuting Attorney, Local Businesses and National Park Services. We also have the Youth Standing Committee that meets quarterly to provide guidance and opportunities to continuing developing and building relationships with partners to support their efforts.</p> <p>WDD, Adult Service Provider, will continue to work with Goodwill Industries of Hawaii regarding our youth over 18 years of age to consider dual enrollment in WIOA Programs. Further, WDD services on HIHOPES, an advisory Board to advocate for the transitioning of foster youth when reaching the age of 18.</p>
Individuals with Disabilities	<p>Hawaii Department of Vocational Rehabilitation and the Workforce Development Division has implemented a 2016 Summer Youth Program. Due to its success, plans are being made to on continuing and improving it in the upcoming years.</p> <p>Job Driven for Success' Adult Program is an active member in the East and West Hawaii Workforce Solutions Consortia, providing employment and training services for individuals with mental, developmental and physical disabilities. From the employer's perspective, East and West Hawaii Business Leadership Networks have been created to work with businesses to advocate for inclusion in the workplace. These two business leadership entities will continue to coordinate specific employer workshops to strengthen</p>

	workplaces and, at the same time, avoid litigation. Workshops include, but not limited to: ADAAA, Job Accommodation Network, 503, Reasonable Accommodation, Inclusive workplace policies, etc.
Veterans	<ul style="list-style-type: none"> • WDD and its Local Veterans Employment Representative serves with an active network of veteran service providers to assist all veterans—but particularly with veterans with substantial employment barriers. • The Local Veterans Employment Representative (LVER) is recognized as one of the best in our State and has solid relationships with the key veteran advocacy groups here on the Big Island • This would include the Vet Center, Vet Clinic, DVA (Disabled Veterans), the new veterans services rep. at Hawaii Community College, HOPE Services Homeless Veterans Initiative, and other local chapters • The LVER has established a veterans newsletter where he sends to many veteran jobseekers, employers, and community stakeholders • Although we serve all veterans, specific charge is to assist the SBE (significant barriers to employment) Veterans • On the Big Island we have a wonderful example of “wrap-around ” services for our veterans
Homeless	<p>Through the Big Island Workplace Connection, our Board will convene strategic meetings with employment and training providers, housing experts, landlords, human service providers to ensure the full continuum of services is offered to this population.</p> <p>One-Stop Partners, Hawaiʻi County Economic and Opportunity council, Hawaiʻi County Office of Housing and Community Development, along with additional community based organizations are working together to provide the Statewide Homeless Initiative Program. The program is to assist homeless or at-risk of becoming homeless by providing financial assistance for rental move-in security deposit, utility deposit, rent and/or utility back payments.</p>

The Homes at Ulu Wini, built by the County of Hawai'i Office of Housing and Community Development, provides 96 two-bedroom units, 24 transitional housing for homeless families, 71 affordable housing dedicated to low-income families and one unit for the resident manager. The housing facility offers on-site social services, including employment and life skills training, mental health services, counseling and childcare.

. • The Office of Housing and Community Development are engaging with our Community Alliance Partners. The CAP is a consortium of private and government agencies working together to address the needs of individuals and families who are unstably housed or experiencing homelessness. The CAP can provide valuable information on understanding the characteristics of homeless jobseekers in the local community and their employment experiences, successes, and challenges is important to supporting the development of performance measures that take into account the factors that can influence employment success over time.

• The Office of Housing and Community Development is engaging conversations with the local HUD-funded employment services to understand the following:

- Characteristics, employment needs and interests of people experiencing homelessness, and what employment services homeless jobseekers in the local community are accessing;
- Workforce programs and support services offered through HUD-funded employment services;
- Eligible populations for HUD-funded employment services and populations currently served;
- Unmet needs of participants served: and
- How WIOA services could enhance the HUD-funded employment services currently offered

4.2 Describe how the local board will facilitate the development of career pathways, consistent with the Career Pathways Definition. [WIOA Sec. 108(b)(3)]

HCWDB has initiated career pathways discussions with the Hawaii State Community College System and the Big Island Workplace Connection, Hawaii County's One-Stop Employment & Training System. Additional collaboration will take place with all three Complex Area Superintendents of the Department of Education in Hawaii County. First, a common definition of "career pathways" need to be firmly established. Second, stronger crosswalks between and among educational institutions and training providers need to take place. Lastly, seamless systems design need to be formalized at every level of career pathways development.

Our program provider and One-Stop offers career services to adult, dislocated workers, individuals with disabilities, veterans, young adults, native Hawaiians, Mature Workers, ex-offenders, etc. In addition offers Wagner-Peyser labor exchange and informational services.

Career Pathways will be used at all levels. Career clusters and career pathway exposure expands opportunities and career possibilities. Career pathways provides standards that meet business and industry requirements. This allows for seamless transitions from academic and technical skills to a satisfying career.

HCWDB will align their programs with the Workforce Development Career Pathway System. It will enhance partnerships and continually collaborate with WIOA core programs and American Job Center Partners, Career and Technical Education programs, Temporary Assistance for Needy Families (TANF) programs, postsecondary institutions and other partners in the community throughout the workforce.

The Workforce Development Council has appointed a Career Pathways Task Force (CPTF) of which HCWDB is a member. The CPTF is developing a statewide career pathways system that will align with the Career Technical Education and postsecondary career pathways system. Collaboration is essential.

4.3 Describe how the local board will utilize co-enrollment, as appropriate, in core programs and improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable) to maximize efficiencies and use of resources. [WIOA Sec. 108(b)(3)]

With clearly recognized shortages of funds relative to the populations needing to be served, HCWDB will ensure that co-enrollment of participants in all applicable programs will be optimized so industry-recognized credentials are available to those who aspire these credentials. The Big Island Workplace Connection, the implementation support arm to the WIOA Service Providers, will further facilitate its collective resources to this end.

For WIOA Titles I and III, the state workforce agency will fund outreach, employment assistance, case management, and staff supervision through state merit staff funded through Wagner Peyser labor exchange and career services; Reemployment Assistance programs; Veteran's Employment and Training programs,

including those for Disabled Veterans; Registered Apprenticeship; Agricultural Outreach; Work Opportunity Tax Credit; and Foreign Labor Wage Certification programs through formula and dedicated funds. The HCWDB will fund outreach, employer assistance, case management and staff supervision of the local area WIOA funding streams (Adult, Dislocated Worker and Youth) and other grants. All of these activities will move HCWDB toward the strategic goals. These activities will be aligned across the Core Programs through avenues defined during the first two years of the implementation of this local plan, such as cross - training, referrals, co-enrollment, coordinating resources as agreed in eventual Memoranda of Understanding.

Local boards will be asked to answer the following question (4.4) at a **later date** after additional federal guidance and final regulations are released by the USDOL.

4.4 Describe county board actions to become and/or remain a high-performing board, consistent with the factors developed by the Workforce Development Council. These factors have not been determined but will include effectiveness and continuous improvement criteria for local boards to assess one-stop centers, guidance on one-stop center infrastructure funds, and roles and contributions of one-stop partners [WIOA Sec. 108(b)(18)]

Will describe after additional federal and state guidance has been established.

4.5 Describe one-stop delivery system in the local area, consistent with the One-Stop Center Definitions including:

- a. How the county board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers, and workers and jobseekers. [WIOA Sec. 108(b)(6)(A)]

Hawai'i County's current One-Stop is at 1990 Kino'ole Street, Hilo Hawai'i 96720. Currently our One-Stop houses County of Hawai'i Section 8 Housing Program, State Department of Human Services, TANF work programs, Department of Labor and Industrial Relations Unemployment Insurance Office and Workforce Development Division. A referral process links the additional mandated partners to assist both employers and jobseekers throughout our community.

The HCWDB has created the following standing committees to enhance our WIOA One-Stop responsibilities:

The Program Oversight Committee ensures that the contracted vendors are meeting the expectations as outlined in each contract's scope of services. This committee also provides information for planning, operational oversight and other issues relating to program delivery systems as well as make recommendations to the HCWDB and/or Executive Committee. These will include vendors for the following programs:

1. One-Stop Center - Monitor One-Stop Partner activities to include: review and assessment of cost sharing methods and partner referral processes and ensure One-Stop partner Memorandum of Understanding (MOU) compliance. Continuous improvement will be priority when it comes to having a high quality customer centered One-Stop.
2. Adult Program/Dislocated Worker (DW) Program - Monitor and review Adult and DW program performance, budgets and expenditures.

3. **Eligible Training Providers (ETP) - Review and assess the eligibility of training vendors and offerings, monitor ETP performance, ensure Federal, State and County compliance.**

YOUTH COMMITTEE: Provides information to and assist the vendor(s) with planning, operational oversight and other issues relating to the provision of services to youth. This committee will also make recommendations to the HCWDB and/or Executive Committee regarding:

1. In-School Youth Program
2. Out-of-School Youth Program
3. Youth plans and preparation
4. Youth services
5. Funding priorities
6. Youth Service Providers

One-Stop partners have been working diligently together for many years and have effective open lines of communication. The One-Stop Operator coordinates regular structured monthly meetings for all partners to come together to report on their programs as well as to improve program services through a collaborative effort to increase employment, education, training and support services through an employer driver approach. Continuous improvement strategies will be developed through feedback received through work based learning program, recommendations from business partners and jobseekers.

An additional satellite One-Stop office is currently located at 74-5565 Luhia St., Bldg. C, Bay 4 Kailua Kona, HI 96740 to assist with providing island wide service. HCWDB will continue these efforts to promote continuous improvement and quality service delivery.

WIOA service providers are contracted to meet or exceed the primary indicators of performance. HCWDB tracks program performance on a quarterly basis and compares local follow-up information with exit data. This allows HCWDB and the program operators to predict/project performance well before the Workforce Development Council (WDC) certified results are made available. Regular follow-up assistance to exited participants can identify possible negative outcomes, allowing case managers ample opportunity to intercede before final performance results are established and reported. To ensure HCWDB staff and program operators remain focused on performance and stays the course of the vision, mission and goals set by the Board.

Once the new WIOA performance protocols and practices are finalized, HCWDB will provide training to program operations staff. More frequent oversight will be required to ensure program operators are properly trained in concept, application, and entry of performance-related data.

- b. Describe how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology, and through other means. [WIOA Sec. 108(b)(6)(B)]

The Mobile One-Stop Unit will facilitate access to services to remote areas. The County of Hawai'i has entered into MOA with Civil Defense to obtain a Mobile Command, decommissioned Civil Defense unit repurposed to deliver WIOA One-Stop Partner services, as well as, other community resource programs and information. The

County has purchased 6 laptops, Wi-Fi booster, printer, and power cords to enable providers to perform services as necessary. Canopies and tables will be transported and set up outside of unit to assist additional participants. A private room if providers need to meet one-on-one with clients to address confidentiality concerns.



- c. Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [WIOA Sec. 108(b)(6)(C)]

The Big Island Workplace Connection and partners comply with all provisions included in the American with Disabilities Act. In addition, Department of Vocational Rehabilitation provides assistance at our One-Stop. An employment specialist offers business outreach and employment assistance. Staff and employers are able to be provided training and technical assistance to include, but not limited to disability awareness, compliance with Americans with Disabilities Act, Vocational Rehabilitation services, recruitment and hiring of persons with disabilities, as well as, support for current employees with disabilities.

Reasonable accommodations have been provided to individuals with disabilities. ADA Ramps are accessible on the exterior of the buildings. Special accommodations are provided for the blind and hearing impaired. There is a computer at the Kona location that has a Braille keyboard and speech commands for the sight impaired. There is a computer program for the hearing impaired that allows them to read what is being stated. And an adjustable magnifier for those who need accommodations for reading/seeing.

Signs, Posters, Notices on Equal Employment Opportunities (EEO)/and Affirmative Action (AA) and/or Complaints System is posted on the bulletin boards at the front of the office by the entrance. This information is also handed out by the Youth, Adult and Dislocated Workers program service providers at orientation.

Program staff is also trained on ADA, EEO/AA during their employee orientation.

- d. Describe the roles and resource contributions of the one-stop partners and if memoranda of understanding or resource sharing agreements are used, provide a summary of those agreements. [WIOA Sec. 108(b)(6)(D)]

Per the USDOL FAQ January 28, 2016, local agreements for funding One-Stop infrastructure costs must be in place by July 1, 2017, as well as satisfy WIOA Section 121 (h) requirements. Currently memoranda of understandings have been extended. MOUs will continue to be developed throughout this year to include updated responsibilities and cost allocations.

By providing businesses and job seekers a high quality one-stop center that connects them with a full range of workforce services. Having the One-Stop partners coordinate their services will ensure that seamless service will be provided.

- e. Describe how one-stop centers are implementing and transitioning to an integrated technology-enabled intake and case management information system for core programs and programs carried out by one-stop partners [WIOA Sec. 108(b)(21)]

A central data base will available and serve as a basic intake system that will consist of common program elements to Core Partners and their providers per both state and local guidance and procedures. It will include, but is not limited to work history, educational history and employment goals. Core partners will include

assessment results which may include educational functioning and job readiness levels. Job seekers and employers will be able to access the electronic job bank on the data base, as well.

In alignment with the Unified State Plan, Hawaii's Workforce Development System uses a standardized record data collection by means of a Virtual One-Stop (VOS) data and participant information system (PMIS). The system will be WIOA compliant related to data and information collection and maintenance. The system will collect all new required performance data as well as the new employer engagement data.

The One-Stop understand the need to support the State Unified Plan by having Hawaii's Workforce Development System use a standardized record data collection by means of a Virtual One-Stop (VOS) data and participant information system (PMIS). The system will be WIOA compliant related to data and information collection and maintenance. The system will collect all new required performance data as well as the new employer engagement data.

Surveys show that there is grave concern with the current VOS and PMIS. HCWDB is supporting exploring new enhanced technology and feel it is necessary to streamline this process as there are obstacles surrounding client privacy issues and ease of case management. Employers are requesting a more user friendly service. Researching alternatives and possible procurement of the VOS and PMIS are greatly supported by the HCWDB.

4.6 Describe the process and criteria for issuing individual training accounts. [WIOA Sec. 108(b)(19)]

It is the policy of HCWDB to coordinate the use of WIOA and other program funds to pay training costs for eligible participants. HCWDB board has set guidelines for the distribution of training funds: \$2,500 per 12 months, no more than \$5,000 per 24 months – with the understanding that some vocational and educational training services may require additional funding for certifications. The Adult and Dislocated Worker Program Operator, has the authority to determine if funding is available and if a waiver should be granted to meet the training needs. HCWDB's Oversight Committee is able to review all approvals on a quarterly basis. This is based on WIOA encouraging training and supplying a skilled workforce for in-demand industries. WIOA customers are expected to make regular progress toward employment plan milestones, including training goals and is a requirement for continuation of funding.

4.7 If training contracts are used, how will the use of such contracts be coordinated with individual training accounts; and how will the local board ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19)]

Currently training contracts are not used by HCWDB. Training services are critical to the employment success of many adults and dislocated workers. Using data analysis and employer feedback HCWDB continue to strive to provide the in-demand employment training opportunities needed in the local area. HCWDB will be seeking new training alternatives too. One option may be to recruit training services on a contracted basis that meet in-demand occupations that are most in need.

4.8 Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. [WIOA Sec. 134(c)(3)(G)(iii)]

HCWDB, through its Employer Engagement/Sector Strategies Committee, will establish in-demand industry sector or occupations in Hawaii County and ensure that the appropriate training (and access to this training) directly complements the needs of its in-demand industries. The make-up of our island State and the necessity to commute between and among islands, Hawaii County WDB will work closely with WDC in considering Intra-State travel as part of a labor market jurisdiction. Travel, associated relocation costs will be considerations in formalizing one's Individual Employment Plan.

HCWDB's Career and Business Committee will develop a system of education, training and supportive services based on the workforce needs of an industry and local employers. This committee will also make recommendations to the HCWDB and/or Executive Committee.

1. Career Pathways
 - Identify priority industry sectors and the career pathways within them.
 - Implement system alignment and partnering strategies.
2. Business Development and Marketing
 - Convene stakeholders to achieve the goals of the strategic plan.
 - Engage businesses/employers
 - Coordinate with education entities as needed.
3. Sector Strategies
 - Collaborating with employers and industries to identify what qualifications are needed to hire qualified employees
 - Addressing skill and education gaps by developing specific action plans
 - Recommending better support programs and resources serving employers and workers.

Along with aligning with the State Unified Plan to:

- Build stronger networks between firms and among education and training partners to identify high-priority skill gaps and in-demand sectors;
- Review and provide feedback on HDOE and UHCC's standards and assessments, academic and career technical content and work skills;
- Increase high quality, work-based learning opportunities for secondary and postsecondary students that lead to industry recognized credentials;
- Identify new industry-recognized credentials or work-based programs that give companies confidence in skills of new hires and provide workers with more mobility;
- Develop opportunities for professional development training for teachers, school/job counselors, training providers, etc.;
- Identify policies and/or strategies to sustain the model.

Consequently, WIOA Service Providers and BIWC Partners will include potential relocation expenses as an integral part of one's Career Pathway.

HCWDB is concerned with the possibility of individuals leaving the State for training not offered in Hawaii.

There is often a possibility that they will not return to the islands. Occupations that produce the potential of higher earnings within the designated areas of in-demand industry sectors, occupations in the local area and state wide is a must.

4.9 Describe how the local board will coordinate workforce investment activities in the local area with rapid response activities carried out in the local area (as described in section 134(a)(2) A). [WIOA Sec. 108(b)(8)]

Workforce Development Division-Hawaii Branch, current WIOA Adult and Dislocated Worker Program Operators have been the local deliverers of Rapid Response Services for the past several decades. WARN Notices, initiated by affected employers, are communicated to the Labor Director, who in turn, initiates an appropriate Rapid Response Unit to provide early intervention activities to affected employees. Under the WDB's direction, coordination of services will be established with Workforce Development Division, Unemployment Insurance Division, Dept. of Human Services MedQuest, Dept. of Health-Mental Health, Legal Aid Society, financial entities and other services as deemed appropriate for the affected labor force.

As a One-Stop Partner, WDD's Wagner Peyser staff coordinates the statewide and local rapid response activities for companies scheduled for shutdowns. Upon receiving a written notice from the affected company, local staff initiates contact with the employer to immediately arrange an orientation for staff and management. With the general oversight of the HCWDB, WDD, the Unemployment Insurance Division, and appropriate One-Stop partners conduct joint orientation and enrollment sessions for the affected workers on the employer's site at the earliest convenience. Those eligible and interested in program services are referred to the respective One-Stop partners and services are provided. HCWDB will ensure gains and re-employment, re-entry wage rates and retention rates are all measurable and quantifiable.

Section 5: Compliance

5.1 Attach as *Attachment A*, the document signed by the Chief Local Elected Official (Mayor) designating the local workforce development board as the local (county) WIOA administrative entity.

See attached

5.2 Describe the competitive process and criteria (such as targeted services, leverage of funds, etc.) to be used to award sub grants and contracts for WIOA Title I Adult, Dislocated Worker, and Youth services; provide the names of contracted organizations, and the duration of each contract. [WIOA Sec. 108(b)(16)]

The competitive process used to award the HCWDB's sub-grants and contracts for local workforce activities under WIOA Title were in compliance with HRS 103D
<http://records.co.hawaii.hi.us/weblink/1/doc/69713/Electronic.aspx>).

A competitive bid process using a Request for Proposal (RFP) was submitted for the WIOA Adult and Dislocated,

and Youth services. The Hawaii County Workforce Development Board (HCWDB), through the Hawaii County Office of Housing and Community Development solicited separate proposals from qualified service providers to provide comprehensive employment and training programs to Adult and Dislocated Workers and In-School and Out-of School Youths in the County of Hawai'i.

The RFPs were developed on the basis of the WIOA Public Law and demonstrated success in the delivery of adult and/or dislocated workers services involved comprehensive work readiness and employment training programs and services to prepare program participants for a successful transition into workforce and the goal of attaining self-sufficiency by addressing individual barriers to employment.

The youth's RFP was to prepare economically disadvantaged youth facing serious barriers to employment by providing coordinated services focused on the development of the individual for sustained self-sufficient employment. This youth program focuses on service those most in need of service, with priority given to at-risk youth, runaway and homeless youth, youth in foster care (particularly those aging out of foster care), court involved youth, children of incarcerated parents and migrant youth.

The applicants were expected to connect to intermediary and partnering organizations that provide strong links to the job market, education, and a youth services delivery system including: One-Stop Operator and partners, local employment agencies, local education agencies, secondary and post-secondary schools. The proposals were scored based upon the following weighted evaluation criteria:

- **Background and Summary**
 - (Organization vision, mission, purpose and goals)
- **Management Plan**
 - Experience and Capability
 - Commitment and Collaboration
 - Policies and Procedures
 - Personnel
 - Organizational Structure
- **Program Plan**
 - Transition
 - Eligibility
 - Outreach and Intake
 - Service Areas
 - Process
 - Assessment
 - Service Strategy
 - Program Elements (Youth only)
- **Performance Measures and Evaluation**
 - Anticipated Outcomes
 - Assessment Service Level Summary
 - Transition out After Completion of Program
- **Financial**
 - Costs/Budget
 - Justification
 - Leveraging

- Financial Management
- Internal Fiscal System
- Audits/Financial Report
- Cost per Participant

The Youth WIOA contract was awarded August 1, 2015 for a one year term with the exclusive option for the Board to extend any contract awarded under this RFP for up to three (3) additional one (1) year terms upon execution of a supplemental agreement by both parties. The contract has been extended for another year effective August 4, 2016 through July 31, 2017.

The Adult/Dislocated Worker contract was awarded March 1, 2016 for a 10 month term ending on December 31, 2016 with the exclusive option for the Board to extend any contract awarded under this RFP for up to three (3) additional one (1) year terms upon execution of a supplemental agreement by both parties. The Board recently voted to extend the contract for program year 2016.

We plan to procure our One-Stop Operator this year with the guidance from the Workforce Developmental Council.

5.3 Provide an organization chart as *Attachment B* that depicts a clear separation of duties between the board and service provision.

See attached

5.4 Provide a roster of the local board as *Attachment C*, including the name, title, organization, of each board member; and the category that each member represents. [WIOA Bulletin No.04-15]

See attached

5.5 Provide the policy and process for nomination and appointment of board members demonstrating compliance with WDC Policy/WIOA Bulletin No.04-15.

Members of the HCWDB have been and shall be nominated by local business organizations, business trade associations or local labor federations and appointed by the Chief Local Elected Official in compliance with Section 107 of the WIOA and consistent with the requirements of the State.

5.6 Provide the completed Local Workforce Development Board Membership Certification Request included in WIOA Bulletin No. 04-15 (SN 04), as *Attachment D*. See <http://labor.hawaii.gov/wdc/files/2013/01/SN-04-WIOA-04-15-Attmt-2-Cert.-Request.pdf>

See attached

5.7 Provide the name, organization, and contact information of the designated equal opportunity officer for WIOA within the local area.

Teri Spinola-Campbell
Equal Opportunity Officer/ADA Coordinator
Department of Civil Services
County of Hawaii
101 Pauahi St, Suite 2
Hilo, HI 96720-4224
Phone: (808) 961-83761 TTY: (808)961-8619
Fax: (808) 961-8617
E-mail: tspinolacampbell@co.hawaii.hi.us

5.8 Identify the entity responsible for the disbursement of grant funds. [WIOA Sec. 108(b)(15)]

County of Hawai'i Office of Housing and Community Development is responsible for the disbursement of grant funds or Department of Finance, Hawaii County.

5.9 Indicate the negotiated local levels of performance for the federal measures. [WIOA Sec. 108(b)(17)]

HCWDB has negotiated annual performance goals with the WDC under WIA which remain to assess the effectiveness in achieving continuous improvement of workforce investment activities funded under the WIOA and in order to optimize the return on investment of federal funds in workforce investment activities. These performance goals are still required during this transition period. The WDC may require HCWDB to re-negotiate annual performance goals for the local area during this transition period if the WDC re-negotiates the annual performance goals with the United States Department of Labor USDOL").

Core indicators of performance for employment and training activities for adults and dislocated workers shall consist of:

- a) The percentage of program participants in unsubsidized employment six months after entry into the employment;
- b) The percentage of program participants in unsubsidized employment one year after entry into the employment,
- c) The median earnings of program participants in unsubsidized employment six months after entry into employment;
- d) The percentage of program participants who obtain a recognized post-secondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exiting the program;
- e) The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and
- f) The indicators of effectiveness in serving employers established by the Secretary of Labor and the Secretary

5.10 Describe indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers and the one-stop delivery system, in the local area. [WIOA Sec. 108(b)(17)]

The HCWDB receives a WIOA funding dashboard which includes the Administrative, Adult, Dislocated Worker,

and Youth budgets/ balances to review at every meeting. Service providers submit monthly reports. At the Youth Committee meetings all reports are reviewed and monitored. Program Oversight Committee is responsible to monitor and review performance of the One-Stop, Adult and Dislocated Worker programs. All Committee Chairs report at all Board meetings. Office of Housing and Community Development monitors all service providers continuously by reviewing performance reports, constant communication and site visits.

5.11 Provide a description of the replicated cooperative agreements, as defined by WIOA 107(d)(11), in place between the local board and the Department of Human Services' Division of Vocational Rehabilitation Services with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Sec. 108(b)(14)]

Our cooperative agreement is seeking to shift public resources to be aligned with newly established policies that make competitive integrated employment a priority for partner agencies when serving people with disabilities. It is to clarify roles and collaboration amongst partners in order to increase individuals with significant disabilities with obtaining integrated competitive employment. Goals include:

- **Leverage resources between partner agencies and eliminate service replication.**
- **Provide training on customized employment and employer engagement to build capacity which is defined by the "process of developing and strengthening the skills, instincts, abilities, processes, and resources that organizations and communities need to survive, adapt, and thrive in the fast-changing world."**
- **Work with employers to identify competitive integrated employment opportunities with career pathways that lead to retention and promotion.**
- **Increase employer engagement and measure effectiveness in serving employers.**
- **Establish a cooperative agreement with the state Medicaid agency and state agencies that serve individuals with disabilities, regarding eligibility for home and community-based waiver programs and coordination.**
- **Coordinate with assistive technology programs and services.**
- **Expand partnership with the Ticket to Work and Self-Sufficiency program.**

The HCWDB will endeavor to work with organizations including the state departments of; Human Services, Division of Vocational Rehabilitation, Department of Health, Department of Education and the University of Hawaii and other entities to contribute to the development of business-led network focused on human capital and talent management investment for all persons including those with disabilities.

5.12 Describe the process for getting input into the development of the local plan in compliance with WIOA section 108(d) and providing public comment opportunity prior to submission. Be sure to address how members of the public, including representatives of business, labor organizations, and education were given an opportunity to provide comments on the local plan. If any comments received that represent disagreement with the plan were received, please include those comments as *Attachment E*. [WIOA Sec. 108(b)(20)]

The local board has processes and timelines, consistent with section 108(d) to obtain input into the

development of the Local Area Plan and give opportunity for comment by members of the public, including representatives of business, representatives of labor organizations, and representatives of education to submit to the local board comments on the proposed local plan.

Great effort has been made to receive input into the development of the Hawai'i County Workforce Development Board Local Area Plan. Meetings were held and discussions had to gather input from but not limited to; HCWDB, local chambers of commerce, industry sectors, local unions, community based organizations, University of Hawaii at Hilo, County of Hawai'i Mass Transit Agency, County of Hawai'i Department of Research and Development, WIOA Core Partners, Alu Like, Division of Vocational Rehabilitation and Services for the Blind, Hawaii Community College, Hawaii County Economic Opportunity Council, Maui Economic Opportunity, Office of Housing and Community Development, Senior Training and Employment Program, Unemployment Insurance Division Waipahu Community School for Adults, Department of Labor and Industrial Relations Workforce Development Division, Goodwill Industries of Hawaii, Career and Technical Education Department of University of Hawaii, and the Department of Labor and Industrial Relations Workforce Development Council.

OHCD submitted a request for comments announcement to the Hawai'i Tribune Herald and West Hawai'i Today newspapers. The proposed Local Area Plan was available for public review and comment from September 2, 2016 to September 19, 2016. It provided information on how to receive, view and make comments regarding the plan.

HCWDB members and One-Stop Partners were notified via email that the draft plan is being made public and are encouraged to review and comment on the plan through any of the aforementioned venues or at the prior meetings.

5.13

(a) Attach the following to the Local Board Plan:

- (1) The Local Board's Bylaws as *Attachment F*
- (2) The Local Board's Conflict of Interest Policy as *Attachment G*

(b) State any concerns the local board has with ensuring the compliance components listed below are in place prior to October 31, 2016. Copies of documents are not required at this time but may be requested during monitoring.

- Administration of funds
- Agreement between all counties and other local governments, if applicable, establishing the consortium of local elected officials
- Agreement between the Local Elected Officials and the Workforce Development Board
- Code of Conduct
- Approved Budget
- Memorandum of Understanding and/or Resource Sharing Agreements, as applicable
- Required policies on the following topics
 - Financial Management including cost allocation plan, internal controls, cash management,

receipts of goods, cost reimbursement, inventory and equipment, program income, travel reimbursement, audit requirements and resolution, annual report, property management, debt collection, procurement, allowable costs

- Program Management including equal opportunity for customers, supportive services, needs related payments, file management, eligibility, self-sufficiency criteria, individual training accounts, layoff assistance, priority of services, grievance for eligible training providers list, transitional jobs, stipends, training verification/refunds
- Risk Management including records retention and public access, public records requests, monitoring, grievance, incident, disaster recovery plan
- Board Policies including board appointment, board resolutions

a) See attached

b) At this time we have received permission from the Workforce Development Council to extend our current Memorandum of Understanding and Resource Sharing Agreements (cost allocations plan) until we receive more descriptive guidance from them which is expected to arrive by the end of this year.

5.14 Describe how the Local Board complies with the requirements of Hawaii's Sunshine Law on open meetings and meeting records (HRS §92) and WIOA Sec. 107(e):

- (a) Who is notified of meetings and how are they notified?
- (b) Where are meeting notices (agenda) posted?
- (c) Where are the meeting minutes posted? How does the public access meeting minutes?
- (d) Attach as *Attachment H* the local board agenda and minutes for the last two fiscal years (2014 & 2015).
- (e) How will information regarding the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities be available to the public?

- a) Board members and individuals who request notification of meetings are notified via email three (3) weeks prior to the meeting date to give adequate time for preparation for the meeting. They are sent a reminder email with a copy of the agenda and previous meeting's minutes one (1) week prior to the meeting.
- b) Meeting notices are filed with the County of Hawai'i Office of the County Clerk at least six (6) days prior to the meeting date as required under Sunshine Law. Notices are then posted at 25 Aupuni Street, Hilo, Hawai'i as well as on the County of Hawai'i website: www.hawaiiicounty.gov/office-of-housing/.
- c) Meeting minutes are posted on the County of Hawai'i website. The public can request a copy of the meeting minutes from the Office of Housing and Community Development.
- d) Please see Attachment H
- e) Information regarding the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of workforce investment activities are presented to the public through a Notice of Award which is posted on our County website as well as on the Public Purchase website(providing free government bid notifications for government agencies).